



**Position Title:** VP of Engineering and Technical Services

**Reports to:** Chief Operating Officer

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### **Mission Statement**

Relevant Radio® - Bringing Christ to the world through the media.

### **Guiding Principles**

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

**Function Summary:** The VP of Engineering/Technical services will plan, direct and oversee all broadcast engineering and IT activities for Relevant Radio. The position is accountable for ensuring optimum operation of network broadcasting, local stations and facilities.

### **Responsibilities:**

- Ensure reliability and integrity of the technical delivery of network and local programming broadcasts.
- Manage team and process that will maintain equipment and systems at network and local facilities that pertains to the broadcasts.
- Oversee and direct the work of engineering/IT team. Provide training, coaching, mentoring and direct supervision as needed.
- Work with Programming and IT Director on special projects including Pledge Drives, Remotes, and other special content initiatives as needed by the Network.
- Offer input and continuous process improvement for Relevant Radio systems and operations.
- Responsible for timely resolution of broadcast engineering issues. Provide and direct on-site troubleshooting, repair and maintenance of technical equipment.
- Provide insight for strategic planning initiatives for network and local Engineering and IT.
- Direct work for facility upgrades, oversight of studio design, construction and equipment installation for new stations.
- Utilize staff and resources to respond effectively and efficiently to engineering and IT emergency issues.
- Ensure viable communication with local stations and staff with regard to any special or unseen technical circumstances affecting broadcast content and/or the technical operations of stations and studios.
- Responsible for maintaining annual operating budget. Reviews and monitors expenditures to ensure costs are in line with budget projections.
- Provide reports and updates as needed.
- Member of Executive Team. Attend special meetings and planning sessions as requested.
- Solid understanding of the Relevant Radio mission, programming content and target audience.
- Understand Relevant Radio policies and procedures and integrate them into Engineering/IT operations.
- Perform other related duties as needed to meet the ongoing needs of the organization.

### **Experience and Skill Requirements:**

- Catholic. Active faith life in accord with teachings of the Catholic Church.
- Bachelor's Degree in related technical field OR in lieu of degree must have substantive senior level engineering/IT management experience.
- General CTS or SBE certifications preferred.

- 10+ years of radio engineering/IT experience. Preferably in a multi-station network.
- Familiar with radio engineering software and documentation principals. Familiar with broadcast studio hardware and software. Must possess a minimum of 5 years of experience in configuration, operation, and maintenance of systems hardware and software and related infrastructure including basic network administration and software systems management.
- Experience working with digital audio receivers and satellite/IP networking.
- 5+ years managerial experience in a radio engineering/IT role preferred.
- Demonstrate a high level of competent and consistent leadership. Strong organizational and supervisory skills. Maintain good working relationships with associates, vendors and management team.
- Maintains a high standard of professional conduct and ethics. Displays a high level of personal integrity.
- Perform effectively despite sudden deadlines and changing priorities. Remain calm in crisis situations. Capability of staying focused when faced with adverse or emergency situations.
- Strong interpersonal, communication and presentation skills.
- Strong project management and critical thinking skills.
- Valid driver's license required. Ability and willingness to travel when needed.
- Ability to lift 50 pounds, climb ladders and undertake other physical duties necessary to accomplish the job.
- Night and weekend hours may be required for 24/7 on-call troubleshooting and maintenance.