

# Current Openings & Internships

## Job Details

Company Name: WRVM, Inc.

Job Title: Engineering Assistant

WRVM, Inc. is seeking an energetic and detail-oriented individual to assist with the successful operation of our technical facilities located in Suring, Wisconsin plus stations and FM translators located in North-East Wisconsin, North-Central Wisconsin, Eastern Wisconsin and Western Upper Michigan. This person will also provide technical support to other departments as needed. The Engineering Assistant is part of a team responsible for the operation of all radio broadcast and IT systems. The successful candidate must have a strong work ethic, be a good multi-tasker with prior working knowledge of IT systems with experience in radio broadcast preferred, but not required. We will provide training.

### Duties and Responsibilities:

- Responsible for participating in and assisting with the management of the successful operation of all technology; including software systems, broadcast playout and production systems, IT systems, radio transmitters, remote monitoring and mechanical systems.
- Help perform general and preventative maintenance on broadcast equipment, IT equipment, and building facilities.
- Participate in a cross-training program for all Engineering & IT personnel.
- On-call rotation for OFF AIR transmitter and IT emergencies.
- Back up the Chief Engineer as needed.
- Help with technical documentation.
- Stay current on changes and developments which benefit our facilities in IT, studio digital audio and transmitter areas and to make recommendations to management when necessary.
- Willing to learn FCC Rules and Regulations.
- Willingness to read and participate in webinars, seminars and personal instruction for developing skills and to qualify for certifications.

### Requirements: Credentials and Experience:

- Conformity with our Statement of Faith.
- Three years of experience working in some IT Technology Field, with additional broadcast or similar Radio Frequency technical experience preferred, but not required.
- SBE and/or Microsoft certification preferred but not required.
- Working knowledge of workstations and servers, and networking with VoIP experience preferred, but not required.
- A willingness to learn about FM broadcast transmitters and related systems.
- Highly developed computer skills; experience with designing, installing and maintaining a Windows based domain is preferred, but not required.
- Effective understanding of Microsoft Office and Microsoft operating systems.
- Must work in collaborative manner and foster a team spirit.
- Ability to organize, prioritize & perform multiple assignments under pressure and within deadlines.
- Great communication skills with a strong desire to provide outstanding customer service.
- Must have a valid Wisconsin driver's license, a reasonably clean driving record, personal means of transportation to work and a willingness to travel to transmitter sites as necessary.

## Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to Walk, Sit & Stand for long periods of time, Lift & Carry 50 lbs, bend, squat, reach, stretch, climb up and down ladders, use fingers, hands and arms for extended periods of time in repetitive motions.

## How to Apply:

Go to <https://www.wrvm.org/employ.html> and download:

1. **WRVM Application for Employment**
2. **Spiritual Information Sheet**
3. **Statement of Faith**

Read the Statement of Faith.

Complete the WRVM Application for Employment and the Spiritual Information Sheet. Send these two documents plus your resume to:

Mike Cornell, General Manager  
WRVM Radio  
P.O. Box 212  
Suring, WI. 54174

Or scan and attach to an email sent to: [manager@wrvm.org](mailto:manager@wrvm.org)

WRVM, Inc. is an Equal Opportunity Employer!