



JOB TITLE: IT Systems Engineer/Administrator
REPORTS TO: Sr. Director of Engineering and Operations
FLSA STATUS: Full-time, Exempt
SALARY: \$60,000 - \$75,000

POSTION SUMMARY

It is the mission of PBS North/The North 103.3FM to inspire and enrich lives for a more vibrant and connected community. We fulfill this mission by offering multimedia platforms and creating programming with communities, providing opportunities to learn, connect, and engage.

To advance this work, PBS North/The North 103.3FM seeks an experienced IT Systems Engineer/Administrator to function in a hybrid role between modern television and radio engineering and enterprise IT. The position will have an active role in leading, planning, and organizing activities to provide and maintain the technology-based infrastructure and services needed to support the PBS North/The North 103.3FM operations and business offices as well as our multiplatform services. These services include broadcast television and radio, as well as digital/online platform distribution.

This position, as an integral member of the engineering team, will play an active role in design, installation, and maintaining the organization's broadcast and IT equipment and systems including transmission equipment, in compliance with station policy.

Compensation is commensurate with experience. This role is eligible for an excellent benefits package that includes health, dental, vision and employee life insurance, 403(b) retirement matching, paid annual leave, and sick leave.

ESSENTIAL DUTIES

- Manage information technology systems in both the enterprise and technical areas of the organization including but not limited to networks, firewall's, VPN's, external IP connections, multicast IP, servers (Windows OS, Mac OS, Linux, VMWare), file storage and archive (SAN/NAS/LTO/Cloud), Microsoft Office365, Entra ID, Intune, active directory, and end user systems both on premises and cloud.
- Hands-on experience with and the ability to troubleshoot hardware and software issues related to internal IT networks, administration, network equipment installations and end user systems.
- Monitor performance and technology trends of information technology, especially related to media and entertainment (M&E) and make recommendations for improving workflows and infrastructure.

- Work with staff to troubleshoot and address technical issues as they arise. Escalate issues to management and propose alternate resources to address impacting issues.
- Active member of the team responsible to install, operate, maintain, and provide support to station broadcast equipment, control room systems, editing systems, and production equipment, transmission facilities, radio studio systems, digital content systems, and distribution.
- Advises Senior Director of Engineering regarding operational abnormalities, i.e., failing equipment, available upgrades, industry changes, and institutional IT and security risk.
- Responsible for maintaining and implementing IT security protocols across the enterprise.
- Maintains and manages company telephone and communications systems.
- Operates PBS North/The North 103.3FM Master Control and transmission equipment as necessary.
- Excellent interpersonal and communication skills with the ability to interact effectively with internal staff, various levels of management, contractors, and vendors.
- Available to work nights and weekends as required. Readily available for after-hours work and on-call in an emergency.
- Performs other duties within the Engineering Department as required.

SKILLS AND ABILITIES

- Computer IT network specialist with the ability to build and maintain a variety of networks and systems as well as knowledge/familiarity of electronics, and media and entertainment technologies and systems.
- Excellent trouble-shooting and critical thinking skills for problem solving, with applicable understanding of data privacy and security practices.
- Willingness and ability to research and learn new technologies and required skills.
- Proficient knowledge of current software development practices, concepts, methodologies, as well as trends in technology.

EDUCATION

- Bachelor's or associate degree in computer science, Information Technology, Computer Engineering, or a related field is preferred, OR
- At least 5 years' extensive and proven work experience in IT systems administration, network administration, or similar roles may be considered in lieu of formal education.

PHYSICAL REQUIREMENTS

This position requires frequent sitting, standing, walking, verbal communication, nonverbal communication, using computer screens, and occasional travel. Able to lift and carry equipment up to 75 pounds.

TO APPLY

To apply, please submit your resume and completed application to applicant@wdse.org. Applications can be downloaded from the Careers page of our website.

WDSE is an equal employment opportunity employer and does not discriminate based on race, color, religion, gender, age, national origin, citizenship status, disability, genetic predisposition or carrier status, military or veteran status, sexual orientation, gender identity or expression, marital status, or any other characteristic protected by applicable local, state, or federal law.