

**Assistant Program Director  
Job Posting**

**ABC Public Broadcasting, PBS and NPR affiliate, has an opening for an Assistant Program Director.**

WXYZ is looking for an Assistant Program Director to become a part of our growing staff. Candidates must have a strong knowledge of the AAA format, a passion for music, and a minimum of 3 years on-air experience (public radio preferred). Strong writing skills and creative social media skills are a plus. This is a rare opportunity to help shape one of the most listened to AAA stations in the country.

**DUTIES & RESPONSIBILITIES:**

Helps develop, produce, and manage special on-air programming and regular features, playing a central role in writing and coordinating on-air promotions and planning of fundraising drives.

Also includes:

- Interviewing artists for WXYZ Live Sessions
- Reviewing special shows from Program Suppliers for possible broadcast on WXYZ
- Working with different departments to plan and execute special events like member concerts or station anniversary parties

Hosting a daily DJ shift and appearing at station and promotional events:

- Must be familiar with the lifestyle of the AAA audience and have the ability to incorporate into on-air delivery
- Represent WXYZ at sponsored concerts and events afterhours, as needed
- Assist with production and on-air delivery of pledge drives

Assists WXYZ Program Director with general content and music industry relations management, and schedules music:

- Writes copy for weekly station liners and promos
- Must be comfortable with Selector or other comparable scheduling software

Creating and posting music and programmatic related content for social media sites

- Prepare posts for WXYZ Music Blog
- Maintain a creative presence for WXYZ on social media

**QUALIFICATIONS:**

The successful candidate should have a passion for the mission of public broadcasting and a strong affinity for the music played on WXYZ. The WXYZ Assistant Program Director will hold a bachelor's degree in music, communications, journalism, marketing or a related field, with at

least five years of work experience in a media, marketing or public relations environment. Proven advanced skills in writing, copy editing and proofreading are essential. Large-scale event production, support and management skills are a must. The ideal candidate will be an innovative, creative and accountable problem solver and self-starter with outstanding time management skills and the ability to complete multiple tasks on deadline. Must have a strong command of the following software: Microsoft Excel, Word, PowerPoint and other Office applications. An understanding of digital and social media metrics and familiarity with content management systems (WordPress) is a plus.

Please email your resume, cover letter, and audio samples to (email address) or mail to: (mailing address).

**ABC is an Equal Opportunity Employer.**