

~~NORTH TEXAS PUBLIC MEDIA~~

POSITION TITLE: ~~KXYZ~~ Host/Operations and Production Coordinator

REPORTS TO: ~~KXYZ~~ Program Director & Radio Operations Director

SUMMARY:

On-air host and Operations/Production position that requires hosting of KXYZ programming, station production, and assisting operationally across platforms.

DUTIES AND RESPONSIBILITIES:

- Daily live, or recorded, hosting of KXYZ AAA music programming
- Daily KXYZ Operational quality assurance (timings and cues, songs, elements)
- Artist interviews, as needed
- KXYZ Promo and Imaging spot production
- On-air pitching during pledge drives
- Voice work across platforms, as needed
- Appearances or stage announces, as needed
- Additional operational or programming assistance, as needed

QUALIFICATIONS AND EDUCATION REQUIRED:

- Minimum 5 years experience hosting AAA music with real familiarity and affinity for the music.
- Bachelor's degree preferred.
- Radio production skills, using studio and digital tools.
- Experience and good familiarity with preferred formats: ENCO radio automation/playback systems, Adobe Audition CS6 audio editing software, Wheatstone audio control consoles, Studio ISDN and IP-based interconnection equipment. Microsoft Word, Outlook and Excel.
- Excellent communication skills.
- Ability to work using good judgment with hands-off management.
- Knowledge of FCC rules