KXYZ Program Director

Job Summary
The KXYZ Program Director is responsible for the overall sound and quality of KXYZ's non-commercial Triple A music service, including radio, online and other multimedia programming and content. This position will direct the creation of daily playlists, serve as an on-air host, work across departments to build audience and support, and serve as liaison with content providers, music industry and the local music scene and cultural community.

Essential Job Functions
- responsible for KXYZ's focus, integration and development across multiple platforms
- direct creation of daily playlists that feature a high quality mix of Triple A format music, and oversee station's music database and library
- host on-air programming and contribute to social media/digital media (Facebook, Twitter, blog, etc.)
- supervise on-air hosts and music programming staff and ensure the format is successfully implemented at all times
- work closely with programming and communications/marketing teams to build audience, and develop, produce and implement imaging and branding plans
- work closely with programming and development/membership teams to build support, and participate in on-air/online membership campaigns and promotional and outreach activities
- analyze audience research and trends for successful use in programming decision-making and achieving mission, and communication of audience information to staff and management
- collaborate with production team to produce and distribute in-studio performances and interviews across multiple platforms
- oversee booking of station events such as (list of events).
- provide information about music content to various departments
- serve as liaison with record labels, artists, content providers, music industry, and the local music scene and cultural community, and represent KXYZ at music industry conferences and press events
- adhere to all programming policies
- other duties as assigned

Minimum Requirements:
The successful candidate will have a minimum of 3 years professional experience as a Triple A format program director, or related programming or management experience in the field. Excellent writing and communication skills are essential. Professional experience as on-air talent and strong interviewing skills. Familiarity with web content

creation and social media. Effective managerial and organizational skills. Proven ability to collaborate with internal and external contacts and to consistently work well with a wide range of skilled and creative people. Proven ability to think creatively and proactively solve problems. Demonstrated proficiency with technical and broadcast equipment. Ability to learn new systems and procedures quickly

Technology Skills: KXYZ uses Selector, Enco radio playback and automation system, Adobe Audition and Wheatstone digital control surface. Experience with these or similar systems is required. Proficiency in Microsoft Office, Word, Excel, and Outlook is required.

Education: Bachelors degree required.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.