Radio Operations Manager

Job Description

Department: Radio
Position: Radio Operations Manager
FLSA Status: Exempt
Status: Full-time
Reports To: Director of Radio Operations

Summary

ABC Public Broadcasting, Inc., the PBS and NPR affiliate of (region), is a not-for-profit public media organization reaching the x-largest population area in the United States through (list of stations). The Radio Operations Manager is a full-time position. The position supports the Director of Radio Operations and other station staff to ensure smooth and consistent station and program operations. The position coordinates general production, and performs related duties as assigned, including voicing, editing, producing and scheduling imaging and promo spots for the radio stations. The position will fill-in for the Director of Radio Operations during vacation periods. The position directly supports the production and distribution of local and national news, feature, commentary, interview, and fundraising-related content for the radio stations.   The position will also serve as regular voice-over and voice-tracking talent for the stations and as primary fill-in announcer/board operator for both stations during vacation periods and as needed. The position also helps ready the stations key systems and processes for periods of automated operations.

Essential Job Functions:

- Provide support and assistance for daily station and program operations.
- Provide production coordination and technical support for news, commentary, arts, programming, promotion, membership, and underwriting and corporate sponsorship.
- Serve as primary vacation fill-in for the Director of Radio Operations.
- Serve as primary vacation fill-in for all board operator shifts.
- Voice-track KXYZ programming.
- Voice, edit and produce station imaging and promo spots.

Specific Outcome:

- More and regular high-quality original KABC produced audio content.
- Improved systems analysis and solutions, and coordination, scheduling and technical support of all areas of daily operations and special production.
- Reliable and consistent back-up and support for key station and program operations during attended and unattended operations, and greater periods of unattended automated operations.
- Reliable capacity to provide production support and assistance to KABC staff, and NPR, BBC and other national programs and international news gathering and journalism organizations, when they seek our production assistance.
- Reliable and consistent back-up and fill-in for Director of Radio Operations to ensure smooth and consistent station and program operations.

- Reliable and consistent fill-in host and board operator to ensure uninterrupted high standard of listener service.
- Help improve the overall sound of the radio stations through increased and regular imaging, and increase the consistency and total number of local presence programming hours on KXYZ.

Minimum Requirements
- Ideal person for this position is a quick study, with a friendly, straightforward and compelling on-air delivery style well-suited for live and recorded announcing
- Must also be able periodically to work on weekends, irregular hours, holidays, and as-needed based on the 24/7 nature of station operations
- Requires strong time management skills and technical skills, demonstrable experience with writing and producing audio content for an NPR-based public radio news and information format, and familiarity with journalism standards and ethics

Technology Skills
Experience with computers, radio automation systems, and digital production and editing is required. Specific experience with Content Depot, Enco, and Adobe Audition are strongly desired.

Education
A college degree in broadcasting or journalism, or at least 3 years professional experience in broadcasting, journalism, audio production or a related field is required.

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