KVMR Programming Department

Job Title: Digital Content Producer (15 hours per week)

Job Requirements: The Digital Content Producer will assist KVMR’s Director of Content, development team, and volunteer broadcasters in creating, developing, editing, and publishing content and copy for a variety of digital platforms, including the KVMR website, blogs, email marketing campaigns, advertising campaigns, social media posts, infographics, and more.

Summary of Duties and Responsibilities:

- Creates various graphics for website, podcasts, newsletters, and social media.
- Helps manage social media content, working with various departments and broadcasters to provide a variety of daily material.
- Works with volunteers in capturing images of our community for posting on our website/social media.
- Helps schedule volunteers for various content and music department’s needs (CD Labeling, Library Maintenance, CD Digitizing).
- Helps maintain KVMR's digital music library, remote music library, and physical library when time permits.

Primary Department: Programming

Reporting Relationship: Director of Content

Position Type: Non-Exempt

Knowledge and Skills:

- Demonstrated knowledge of multimedia platforms
- A background in art, design, and photography
- Skilled in using graphic design software (Adobe Creative Suite).
- Uses independent judgment and decision-making to organize work and establish priorities
- Familiarity with social media platforms (Facebook, Instagram, and Twitter)

Education and Experience (Preferred):

- Graphic design production (Please provide 3 links to your work)
- Web design and management
- Familiarity with digital music platforms, music formatting, and database management

Submit a cover letter, resume and signed acknowledgement form to KVMR General Manager Ali Lightfoot by August 15th, 2020 at gm@kvmr.org

Acknowledgement
KVMR Human Resources Department Job Requirements

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee________________________________________________Date__________