KVMR Programming Department

Job Title: Production Assistant (15 hours per week)

Job Requirements: The Production Assistant will assist KVMR's Director of Content, Chief Engineer and News Producers in producing, editing, archiving, promoting and posting content for KVMR's various platforms.

Summary of Duties and Responsibilities:
- Assists in the maintenance of archived programming
- Assists in overseeing broadcaster playlists
- Maintenance of presenting content on website
- Editing of programs for re-broadcasting, archiving, and displaying on KVMR's website
- Provide ongoing assistance to broadcasters to help create promos for special programming, upcoming events, and various public service announcements
- Provide engineer skills as needed for live on-air or pre-recorded content

Primary Department: Programming

Reporting Relationship: Director of Content

Position Type: Non-Exempt

Knowledge and Skills:
- Demonstrated knowledge of multimedia platforms
- Can manage, schedule and produce radio and web content
- Skilled in using audio editing software (Adobe Audition, Audacity)
- Can instruct new producers at varying degree of skill level in radio production
- Uses independent judgment and decision-making to organize work and establish priorities

Education and Experience:
Required:
- Podcast or radio production (Please provide 3 links of your work)
- Radio Engineering Experience

Preferred:
- Web Design and Management
- Volunteer scheduling and training

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__________