



## PROGRAM COORDINATOR - KRVM

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### Position Summary

Develops and schedules programs and broadcast format for the District's FM radio station originating from the central broadcast studio; trains volunteers and students in the operation of broadcasting and production equipment.

### Distinguishing Characteristics

Distinguished by requirement for knowledge of methods and techniques of radio programming development.

### Supervisory Relationship

This position reports to the Radio Station Operations Manager. May provide technical oversight to students, volunteers, and part-time workers at the radio station.

### Essential Functions

1. Develop programming format for radio broadcast. Survey public opinion of current broadcasts, critique programs for possible improvement, audit and select music, determine record playlist and rotation, and generate ideas for new programs.
2. Schedule broadcasts of music programs, news reports, weather forecasts, talk or variety shows, and other programs. Evaluate impact of timing on programming and adjust to target and/or expand listening audiences.
3. Recruit and train volunteers performing radio broadcasts or operations support work.
4. Demonstrate use of equipment and explain station policies. Verify broadcaster's compliance with FCC licensing and record keeping requirements. Review individual shows and provide feedback for performance improvement. Recommend staffing or discipline actions to supervisor.
5. Coordinate with public service agencies to incorporate public service announcements and public affairs programs into the station's programming format.
6. Plan and schedule promotional announcements for radio programs.
7. Maintain record library by replacing worn pressings, overseeing the repair of record jackets, and categorizing for storage.
8. Operate broadcasting equipment on a regular or emergency basis.
9. Serve as operations manager during the absence of supervisor.
10. Maintains regular and prompt attendance.

11. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. General knowledge of Federal Communications Commission regulations applicable to non-profit radio stations.
2. Working knowledge of operations and maintenance of technical broadcasting equipment such as tape decks and editing machines, mixing consoles, microphones, sound equalizers, station transmitter, and remote transmission equipment. Ability to demonstrate its use to others.
3. Ability to recruit, select, train, and oversee students or volunteers; skill in interpersonal communications.

### **Minimum Qualifications**

1. Substantial education and/or experience in broadcast programming development. Demonstrated ability to perform the requirements of the job. Previous experience in a non-profit setting preferred.
2. Possession of a first-class FCC radio operator's license preferred.

### **Work Environment**

Work is performed in a broadcast station facility. May be required to work evening or weekend hours to assure broadcast continuance.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	Grade 14/12 month
<b>Reviewed by</b>	Karen Hardin <i>Recruitment, Equity &amp; Staff Development Administrator</i>
<b>Approved by</b>	Karen Hardin <i>Recruitment, Equity &amp; Staff Development Administrator</i>
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