

**JOB DESCRIPTION:** Program Director & Operations/Four Corners Public Radio  
**SUPERVISOR:** Station Manager/Four Corners Public Radio  
**DEPARTMENT/DIVISION:** KSUT Public Radio  
**FLSA STATUS:** Exempt  
**POSITION STATUS:** Salaried  
**PREPARED BY:** Station Manager/Four Corners Public Radio  
**DATE:** 2/1/17

### **POSITION OVERVIEW**

The Programming/Operations Director for Four Corners Public Radio is responsible for oversight and management of all programming and operations activities for the radio station.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage all KSUT programming traffic
- Monitor KSUT's FM radio broadcasts and streaming signals
- Manage and maintain NexGen automation system
- Support KSUT fundraising efforts through specialty programming, production and on-air pitching
- Supervise and manage KSUT's announcers and on-air staff
- Manage and schedule week day blend shifts
- Manage and schedule voice track shifts for overnight and weekend programming
- Perform regular sound and air checks with KSUT announcers and on-air staff
- Manage Independent Contractors and locally produced specialty music shows
- Manage and schedule holiday and NPR specialty programming
- In collaboration with KSUT Music Director, manage music libraries
- Manage KSUT website and social media programming posts
- Provide tech support for live in-studio concerts and events
- Ensure EAS protocols are followed
- Maintain traffic "logs" in Allegiance
- Maintain broadcast equipment
- Develop and update Operations Manual as necessary
- Other duties as assigned

### **QUALIFICATIONS**

- Minimum 3 years broadcast experience
- Experience with radio automation systems, preferably NexGen
- Strong voice, clear diction, confident on-air skills
- Knowledge of FCC regulations
- Basic digital audio editing skills
- Intermediate to advanced computer and social media skills

**TECHNICAL SKILLS**

Hands on experience with radio station control boards and equipment and a strong knowledge of computers and social media.

**REASONING ABILITY**

Must be able to work independently with minimal supervision and manage multiple tasks and projects in order to meet the demands of the department. Needs to exhibit confidence in judgment and decision making. Must have the ability to establish and maintain effective working relationships with the public, coworkers, managers and Tribal staff and officials. Must be able to maintain strict confidentiality when necessary, including the ability to recognize situations in which confidentiality is required. Must have the ability to interpret and communicate policies, codes and regulations.

**PHYSICAL REQUIREMENTS**

Work will require use of computers, radio station consoles and technical equipment with periods of standing, sitting, kneeling, walking and bending. Dress and hygiene should be appropriate to a work setting. Must be able to lift up to 50 pounds.

**WORK ENVIRONMENT**

Work performed is in an office and studio environment with extensive time sitting at a desk or in front of a broadcast console. Some off site work is required to help with special events representing the station. The noise level in the work environment is moderate.

**PAY**

This is an exempt, salaried position. Wages will be negotiated depending on experience. Hours will be 40 per week, although some weeks will require more than 40 hours depending on events.

**APPLY**

Send a resume, letter of introduction and three references to [rob@ksut.org](mailto:rob@ksut.org), or mail same to: Program Director Search, Rob Rawls, P.O. Box 737, Ignacio, CO, 81137.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE