



**JOB TITLE:** On-Air Talent/Special Projects Manager  
**REPORTS TO:** Station Manager  
**FLSA STATUS:** Full-time, Exempt

## **POSITION SUMMARY**

This position as an on-air talent is an exciting opportunity to create great radio and bring the community together by hosting a daily program weekdays from 3pm until 6pm, and filling in for other time periods as occasionally may be needed. As with all on-air positions, this role also includes online content creation responsibilities. As the station's Special Projects Manager, this position works with the Program Director to shepherd all ACH and grant-funded projects including monitoring, reporting, and managing expectations, as well as implementing funded projects assigned to you.

## **ESSENTIAL DUTIES – ON-AIR PERSONALITY**

- Plan and coordinate daily show topics and book guests as needed for a program to air Monday through Friday from 3 pm until 6 pm. Collaborate with the Station Manager, Program Director, and/or Music Director to develop unique daily and monthly content that drives audience engagement.
- Host special programming as requested by the Station Manager and/or Program Director (i.e., The Local, Live from Studio A, or specific Special Presentations as determined quarterly).
- Produce and occasionally host The Local show (airs Wednesdays 5pm – 7pm).
- Produce a daily promo, briefly outlining the next day's program to begin airing by 7pm.
- Contribute to quarterly special projects with a 10-minute segment related to the predetermined subject.
- Digital responsibilities:
  - Contribute one (1) website article per week, in addition to special projects.
  - Contribute one (1) music review per week to the station's website. This should be a review of upcoming relevant releases.
  - Utilize YouTube to create videos focusing on artists and other creatives relevant to the radio station's programming.
- Attend all required weekly/monthly meetings as directed by the Station Manager.
- Make in-person appearances and carry out remote broadcasts up to ten times per year, as directed by the Station Manager.
- Participate in television broadcasts as scheduled.
- Participate in radio station promotions as directed by the Station Manager.

- Maintain knowledge of the various systems and technology needed to execute a broadcast and/or online program.
- Work in compliance with organization policies and procedures as well as FCC guidelines.

## **ESSENTIAL DUTIES – SPECIAL PROJECTS MANAGER**

- Work with the Station Manager to propose, plan, and storyboard quarterly special projects.
- Upon project approval, work closely with the Station Manager to maintain each project's budget in accordance with station, state or grant funding including:
  - Assist the Station Manager and Business Manager in maintaining an accurate tabulation of all hours accrued in the production of each Special Project via Airtable.
  - Work with the Program Director to arrange and schedule interviews with appropriate guests for Special Projects.
  - Submit monthly ACH hourly report in a timely manner.
- Assist with on-location recording sessions needed for Special Projects.
- Provide support for station events.
- For your assigned projects, work closely with PBS North to arrange studio schedules, if appropriate, artists, and guest appearances. Additionally, assist with the editing process of Special Projects video components with assistance and direction from the PBS North Production team.

## **QUALIFICATIONS**

- Minimum 2 years of professional experience in radio broadcasting or a relevant field.
- Public media experience preferred.
- Demonstrative track record of successful project management.
- A proven ability to professionally represent a high-profile, nonprofit organization.
- A strong cultural fluency, including a track record of achievement in diversity, equity, and inclusion.
- Ability to represent The North's interest to various partners, communities, national organizations, and other public service organizations.
- A diligent appreciation for our organization's mission while maintaining responsible business acumen.

## **SKILLS & ABILITIES**

- Excellent verbal and written communication skills.
- Relevant live and recorded audio content experience.
- Always curious and highly informed about current events.
- Excellent storytelling abilities and a strong affinity for journalism and broadcast integrity. The ability and desire to create a compelling audio experience for our members, wholly

unique to your program and consistent with The North brand.

- Skilled with Adobe Products, or similar editing suites and software for producing audio, photo, and video productions is preferred.
- Demonstrated ability to listen to the communities we serve, with an ear for equity and inclusion.
- Ability to quickly build contacts, sources, and relationships to help the organization grow.
- Comfortable interacting with the community on behalf of the station at public appearances. Ability to interact and connect with people from different cultures, backgrounds, and ethnicities.
- An enthusiastic team member and collaborator, with an ever-present desire to learn new broadcast and audience engagement concepts and technologies. The ability to quickly adapt to new multimedia platforms in an evolving broadcasting space.
- The ability to manage multiple priorities and brings new concepts to fruition.

## **EDUCATION**

- A bachelor's degree in media studies preferred or two years of radio broadcast and project management experience.

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