



ARTS & CULTURAL HERITAGE PROJECT COORDINATOR / ON-AIR TALENT

POSITION SUMMARY

As an On-Air talent, this position will host an on-air program weekdays as needed. As with all on-air talent, this position also includes online content creation responsibilities. As the station's Arts and Cultural Heritage Project Coordinator, this position oversees the production and execution of all ACH and state-funded content programming and events as well as maintains the proper reporting of ACH programming to ensure continuing compliance.

ESSENTIAL DUTIES – ON-AIR PERSONALITY

- Plan and coordinate daily show and book guests as needed for programming that airs Monday through Friday, as needed.
- Collaborate with the Station Manager/Program Director to develop, produce, and host unique daily, monthly, and special programming content that drives audience engagement with a focus on ACH programming.
- Maintain expert-level knowledge of PlayoutONE, the station's audio archive & automation system.
- Skilled with Adobe Products, or similar, preferred editing suites and software for producing audio productions.
- Produce a weekly promo, briefly outlining upcoming ACH programs.
- Contribute website articles for Northland Afternoon programming including World Music Wednesday and Vinyl-Ly Friday.
- 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 requested by the Television Programming department.
- Participate in radio station promotions as directed by the Station Manager.
- Work in compliance with organization policies and procedures as well as FCC guidelines.

ESSENTIAL DUTIES – ARTS & CULTURAL HERITAGE PROJECT COORDINATOR

- Maintenance, creation, and audio production of station's Arts & Cultural Heritage (ACH) programming.
- Maintain current and accurate reporting on all ACH projects to Station Manager/Program Director including a variety of metrics both quantitative and qualitative.
- Work with the Station Manager/Program Director to propose, plan, and storyboard ACH projects in a timely fashion.
- Upon project approval, assist the Station Manager/Program Director in scheduling workflow, hosts, and arranging for any needed Contract Employees. Work closely with the Station Manager/Program Director to maintain each project's budget in accordance with state funding requirements.
- Assist the Station Manager/Program Director and Business Manager in maintaining an accurate tabulation of all hours accrued in the production of each ACH Project via Airtable.
- Arrange and schedule interviews with appropriate guests for ACH Projects. Assign on-air talent to conduct these interviews as needed.
- Arrange, schedule, and assign any on-location recording sessions needed for ACH Projects.
- Work closely with the radio station's Television department to arrange studio schedules, artists, and guest appearances. Additionally, oversee the editing process of all ACH Projects video components with assistance and direction from the Television Production team.

QUALIFICATIONS

- Minimum 2 years of professional experience in radio broadcasting or a relevant field.
- Public media experience preferred.
- Familiarity with ACH grants process and reporting.
- Demonstrative track record of successful live event 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.

SKILLS & ABILITIES

- Relevant live and recorded audio content experience.
- 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.
- Possesses superior news and information judgment; is always curious and highly informed about current events.
- Commitment and demonstrated ability to listen to the northeast Minnesota communities we serve, with particular attention to under-represented demographics.
- 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.
- A diligent appreciation for our organization's mission while maintaining responsible business acumen.

EDUCATION

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

THE DULUTH SUPERIOR AREA EDUCATIONAL TELEVISION CORPORATION (DSAETC), IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

We believe that our staff should reflect the diversity of the communities in which we live to achieve a future that is socially just, culturally rich, and ecologically restorative. We are committed to hiring and advancing staff that represent voices from traditionally underrepresented populations.

WDSE-FM is an equal-opportunity employer. DSAETC does not discriminate against employees or applicants on the basis of race, color, religion, gender, age, national origin, citizenship status, disability, medical condition, genetic predisposition or carrier status, military or veteran status, sexual orientation, gender identity or expression, marital status or any other characteristic protected by applicable local, state or federal law.