



## **KJEM Operations and Production Manager**

### **Position Summary:**

Under the general direction of NWPR operation and engineering, the KJEM Operations and Production Manager will assist in coordinating the day-to-day technical aspects of the station and online stream, programming the *NexGen* automation system, editing audio projects and helping to coordinate live and taped music recording sessions and broadcasts.

**Hours: Generally Monday thru Friday – approx. 15 hours week**

**Schedule to be arranged with Station Manager at time of hire, considering class schedule.**

**Must complete payroll paperwork in Murrow Business Office prior to beginning work.**

**Pay: \$10 per hour**

### **Essential Duties:**

- Coordinates and schedules live and taped recording of special in-studio music events for KJEM on air and online
- Using audio and video editing software, produces promotional and other on-air and online announcements, promotional elements and special projects
- Works in cooperation with NWPR Operations to program KJEM automation system for successful daily program playback operation
- Liaisons with NWPR operations and engineering departments by reporting technical problems and following up on their resolutions
- Participate in KJEM and NWPR station activities, meetings, events and pledge drives
- Other duties as assigned

**The Program Manager will have periodic evaluation from the NWPR Station Manager and other members of the NWPR Management staff.**