



KJEM Program Manager

Position Summary:

Under the general direction of NWPR Station Manager and Program Director, the KJEM Program Manager will have an active leadership role in the overall direction of the station and its programming. The Program Manager is responsible for productive and timely collaboration with the Station Manager and Program Director in selecting jazz format-appropriate music and other programs, recruiting and scheduling local student announcers, and helping ensure that the station complies with rules and regulations associated with FCC and NWPR/WSU policies and operations.

Hours: Generally Monday thru Friday – approx. 15-18 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: \$13 per hour

Essential Duties:

- Coordinate the development and curating of the KJEM Jazz music library
- Work collaboratively with NWPR staff in selecting programming from program providers such as National Public Radio, Public Radio International and other independent producers
- Participate in the recruitment, scheduling and evaluation of KJEM student on-air announcers
- Interpret listener feedback and audience ratings and make recommendations on improving station service
- Prepare, write, schedule, and produce station promotional announcements and other program elements
- 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.