



## **Big River Public Broadcasting Public Radio Job Opening**

### **OPERATIONS ASSISTANT 4/2017**

#### **About Us:**

Big River Public Broadcasting is a community radio network of stations based out of KIIU in Galena, AK. Our network of transmitters serves the Yukon-Koyukuk region of the Interior of Alaska with a Variety format of Public Radio programming, music, community and news programming among other offerings. We also share and create programming for other Alaskan radio stations.

We are located 280 miles "off the road system" from Fairbanks in the active community of Galena, which has a thriving school system and offers all of the great outdoor activities you come to expect in the Last Frontier.

#### **POSITION SUMMARY:**

1. On-air hosting
  - a. Hosting of local daily community affairs program
  - b. Filling various on-air local inserts during network programming
  - c. Play by play of basketball (or willingness to learn)
  - d. Monitor sources for special coverage of breaking news/information
  - e. Voice station promotional announcements
  - f. On-air pitching during membership drive
2. Programming
  - a. Download and edit daily/weekly shows and load into station automation
  - b. Monitor station automation and transmitters and troubleshoot problems
  - c. Create and edit on-air clocks in automation
  - d. Daily and weekly scheduling of logs
  - e. Assist in planning and execution of special events on and off the air
3. Administrative/office
  - a. Assist in keeping station tidy
  - b. Answer phones, e-mails and greet people in office in a professional manner and deliver messages appropriately
  - c. Help maintain office materials and documents as needed
  - d. Make deliveries for radio station

The above duties are not an exhaustive list. There will be other reasonable duties as prescribed by the General Manager.

## **REQUIREMENTS**

1. High school diploma
2. At least one year radio and/or other relevant experience
3. Excellent communication skills
4. Good speaking voice
5. Outgoing personality and willing to engage in the community
6. Familiarity with Radio automation and other office computer systems
7. Ability to maintain flexible work schedule including early-mornings and/or evenings: may include weekends and holidays
8. Current driver license

**Supervision:** This position is supervised by the General Manager

**Classification:** Regular Full time, Non-exempt

**Salary range:** DOE; includes health insurance, reasonable use of station vehicle, great leave benefits as well as housing if needed(\*).

To apply: Send cover letter, resume, references and relevant work samples to: Brian Landrum, KIYU General Manager, at [office@kiyu.com](mailto:office@kiyu.com), or mail documents to P.O Box 165, Galena, AK. 99741.

NO CALLS PLEASE

This position is open until filled. Application materials will be reviewed as they arrive and chosen applicants will be contacted.

Big River Public Broadcasting is an EOE.

\*if local applicant is chosen and applicant has current housing, this option does not apply.