

# Big River Public Broadcasting Corp.

KIYU Radio PO Box 165 Galena, Alaska 99741 Phone: 907.656.1488

## Position Description

### **TITLE:**

Radio Station Operations Manager

### **QUALIFICATIONS:**

1. High School Diploma and Valid Driver's License
2. An employment history of promptness, dependability and flexibility in one's work environment.
3. Ability to work independently and follow instructions
4. Technical experience and proficiency is preferred
5. Ability to comfortably speak on the radio
6. Proficiency in writing information clearly for broadcast and web-based formats

### **REPORTS TO:**

Board of Directors of Big River Public Broadcasting Corporation.

### **GOALS:**

This position seeks to ensure that KIYU is able to remain on air and maintain local programming content.

### **DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

1. Daily work with the radio automation software, including: making logs, downloading, editing and transferring shows and then programming them into the automation.
2. Supervise and maintain all broadcast equipment to ensure and continue functionality and on-air status for KIYU. May involve after-hours response if radio is off the air.
3. Check mail and forward all bills for accounts payable and receivable to bookkeeper/manager for payment.
4. Coordinate with all in-area projects such as radio engineering, etc.
5. Update station website, especially the daily changes included in the Yukon Wireless
6. Assist with any local fundraising such as membership drives, etc.
7. If legally able to, assist with all aspects of charitable gaming operations that support Big River Public Broadcasting.
8. Work with station manager and board of directors on other duties as needed.

### **SALARY:**

\$35,000 to \$40,000 annually, depending on experience. Benefits include living facilities in company-owned apartment and access to company vehicle.

**TO APPLY:** Contact Austin Roof at [austin1985a@gmail.com](mailto:austin1985a@gmail.com). Please include the names and contact information of three personal or professional references. Applications will be accepted until August 1<sup>st</sup> or until the position is filled.