



**JOB OPENING**  
**OPERATIONS DIRECTOR POSITION DESCRIPTION**

**POSITION SUMMARY**

This full time exempt position, under the guidance and supervision of the General Manager (GM), will coordinate KCAW-FM programming and operations, coordinate engineering projects with CoastAlaska technical staff, communicate technical knowledge to multiple station stakeholders, and implement KCAW programming strategies.

**POSITION DUTIES**

1. *Ensures the quality of KCAW's on-air sound.* Monitors KCAW's broadcast and offers constructive input around mic technique and delivery to programmers. Prioritizes continuity of broadcast operationally and provides backup coverage in partnership with the GM. Coordinates volunteer show coverage with the Volunteer Coordinator.
2. *Supervises automation and broadcast operations.* Programs and maintains AudioVault, PRSS, and other technologies related to KCAW programming. Monitors and maintains background schedule in AudioVault. Maintains inventory of audio assets.
3. *Collaborates with CoastAlaska technical staff.* Performs maintenance and support of broadcast hardware, software, and networks for KCAW's FM and satellite systems. Monitors routing, playout, recording and streaming, working with CoastAlaska and APBI staff to implement changes or repairs.
4. *Supervises KCAW's programming.* Researches programs from a variety of local, regional, national and international sources. Works closely with the GM in the selection and scheduling of both local and syndicated programming. Acts as KCAW's traffic manager: communicating preemptions, monitoring the programming schedule, coordinating 'make-goods' with the Development Director.
5. *Works collaboratively with KCAW staff.* Partners with the News Director and GM to program news/public affairs programming. Supports the production of underwriting, ePSA, and fundraising spots by the Development Director; assists with planning and operations of fundraising drives. Oversees and implements disaster response/safety information during emergencies and breaking news with all KCAW staff.
6. *Supervises production services/facilities.* Works with the GM to develop fee-for-service studio rentals and production services. Develops and replenishes on-air cuts and carts for PSAs, bumpers, and other interstitial content. Maintains live air-rooms, planning improvements and/or repairs when necessary. Engineers live music performances, working with the GM collaboratively to increase this programming.
7. *Implements KCAW programming strategies.* Participates in generating strategic directions for the station. Supports the development of digital properties such as podcasts and the KCAW website, to name a few.
8. *Ensures operational compliance.* Works with the GM on FCC and CPB compliance documentation. Serves as the Chief Operating Officer of KCAW. Schedules and monitors all EAS tests. Submits music licensing reports and coordinates Spintron reporting periods. Collaborates with the Development Director to create affidavits for underwriting.

9. *Monitors audience and solicits community input.* Works with KCAW's Community Advisory Board, working with volunteers to delegate aspects of programming (such as coordinating evaluations and selecting on-air modules.) Collects community feedback on programming.
10. *Represents KCAW through tours and outreach opportunities.* Guides station visits. Gives presentations and workshops off-site about the radio station. Develops volunteer training on operations with GM.
11. *Performs other duties as assigned by the General Manager.*

### **POSITION SUPERVISION**

This role reports directly to the General Manager. The Operations Director works in tandem with the Volunteer Coordinator to support 100+ volunteer programmers and producers.

### **POSITION QUALIFICATIONS**

- Knowledge of and passion for community radio and KCAW's mission.
- Ability to work under pressure and to work well with a wide variety of people.
- Experience with production and on-air performance preferred.
- A strong commitment to community involvement and public service.
- Exceptional organizational and project management skills. You're a self-starter!
- Strong computer skills, particularly in the use of audio editing software and IP-based networking.
- Has a demonstrated capacity and willingness to adapt to programming technologies and learn new skills.
- Technical knowledge of radio broadcast related equipment and audio equipment.
- Basic mechanical and safety skills including use of power tools.
- Ability to work with, train and support a diverse group of people and the ability to explain technical matters to non-technical beginners.
- A minimum of one year radio experience with emphasis on community radio. Similar or equivalent experience will be considered.
- Ability to work a flexible schedule and extra hours as necessary. This role participates in rotation for 24-hour emergency response to and remediation of broadcast outages.
- Able to work collaboratively with remote partners, including volunteers in remote locations.
- Demonstrated experience effectively managing complex projects, large budgets, setting and accomplishing goals while managing dynamic priorities.

### **SALARY RANGE**

Salary starts at \$42,850. This position is classified full time exempt with sick and annual leave as well as health and retirement benefits. KCAW is an Equal Opportunity/Affirmative Action employer.

### **HOW TO APPLY**

Send a resume, cover letter and up to 3 references to [generalmanager@kcaw.org](mailto:generalmanager@kcaw.org). Applications accepted until position is filled. Initial screening begins September 29th, 2020.