

POSITION OPENING: PART-TIME RADIO OPERATIONS

October 4, 2024

KNBA 90.3 FM seeks qualified candidates for the part-time position of Radio Operations to join our team! This in-office role will ensure KNBA's daily and weekly programming schedules, online content, and general audio productions are active and well-managed.

The ideal candidate is dynamic, self-motivated, and possesses strong IT skills, with the ability to manage complex broadcast software and hardware systems. This position is based in Anchorage, where KNBA enjoys a strong following. Our programming includes a Triple-A music format, Alaska Native public affairs, and syndicated content from NV1 (Native Voice One) and NPR. KNBA serves the Anchorage and Matanuska-Susitna Valley communities, reaching a combined market of over 300,000 people.

Position Summary: Under the supervision of the KNBA Director of Programming, the Radio Operations staff member works in-office to assist with KNBA's daily and weekly programming schedules, online content, and general audio productions.

Responsibilities:

- Manages daily content placement for radio delivery platforms.
- Enhances operational systems and promotes best practices.
- Oversees content placement and updates for the KNBA website.
- Available as an On-Air Host, either live or voice-tracked.
- Perform technical operations for remote broadcast events and special productions as needed.
- Collaborates with Koahnic Broadcast Corporation's programming department to address technical questions and requirements related to system operations.

Requires:

- Knowledge of FCC regulations, and radio broadcasting practices.
- Understanding of broadcast and production systems including RCS Zetta, RCS Selector, Grove Web Tools, Adobe Audition, social/digital media applications, and Content Depot is preferred
- Experience with public radio and Triple-A format.
- Ability to meet deadlines and work independently
- Ability to work collegially with multiple stakeholders and audiences.
- Competency in broadcasting operations and editing (audio, video, photo) software.
- Knowledge of the mission of KNBA, public radio programming, and a strong understanding of Alaska Native issues.
- Must be able to thrive in a dynamic environment, effectively managing and prioritizing multiple tasks and competing demands while seeking guidance from supervisors when necessary.

Part-time, hourly non-exempt position, expected hours 10:00 am – 4:00 pm.

To Apply:

Send the following application package documents to HR@knba.org, or if by mail to: Radio Operations Job Opening KNBA, 3600 San Jeronimo Drive, Suite 480, Anchorage, AK 99508

Application Documents:

- 1) Cover Letter
- 2) Resume
- 3) Completed KBC Employment Application Form (also found at KNBA.org)
- 4) 3 References (included in KBC Employment Application Form)

Application Deadline: November 4, 2024

More information can be found at KNBA.org, under the 'Employment' tab at the bottom of the web page.

***Koahnic Broadcast Corp is an Equal Opportunity Employer
The mission of Koahnic is to be the leader in bringing Native voices to Alaska and the nation.***