



**The Family Radio Network, Inc.
Assistant Program Director & Drive-Time Co-Host**

Classification: Full-Time, Exempt (Weekdays, occasional weeknight and/or weekend)
Location: Appleton Wisconsin
Reports to: Network Program Director
Benefits: Please see current benefits policy

Overview:

The Family Radio Network, Inc. operates a network of radio stations known as The Family and is seeking a full-time Assistant Program Director & Drive-Time Co-host. The position will assist the Network Program Director in all areas of programming along with being a Drive-Time Co-host.

Essential Job Duties:

- Uphold and live out The Family Radio Network, Inc.'s mission, vision, and statement of faith.
- Provide servant leadership as patterned by Christ. Compassionate, speaking the truth in love, soliciting feedback, spiritual maturity, fostering an atmosphere for The Family team to flourish.
- Minister, pray and share the gospel with listeners and donors.
- Be actively involved in a local church.

APD & Morning Co-Host Responsibilities:

- Learn and understand "The Family" demographics and generate creative content for our target audience.
- Be a live Drive-Time Co-host who is an effective communicator to present, develop, and deliver a live drive-time show that relates to our target audience using traditional biblical worldview in accordance with our statement of faith.
- Good storyteller who engages the listener and shares personal experiences that relates to our audience.
- Assist in preparing and outline daily show content.
- Production and editing skills including recording conversation to play back
- Creative verbal and writing skills.
- Self-starter with ability to work in an organized fashion.
- Voice track, as needed.
- Assist with editing programs for air.
- Represents the station on-air and at events in a professional manner (nights and weekends required).
- Proficient with Social media platforms.

Music

- Listen to, develop, and maintain informed opinion on music supplied to the radio station on an ongoing basis.
- Assist Network Program Director in making program and music decisions.
- Maintain music library on a weekly basis.
- Liaison with external music sources and suppliers as required.
- Help maintain on-air clocks, rotations, category compositions, rules etc.
- Review and troubleshoot on-air logs, as needed.
- Maintain/update database and music software as required.
- Generate and distribute music reports and surveys, as required.
- To competently (effectively & efficiently) display your knowledge and enthusiasm about and for the music that is played. This includes:
 - In-depth knowledge of the music being played
 - Understanding listener's tastes
 - Staying in touch with music and all related issues (research, analysis etc.)

Production

- Help assist the Network Production Director with various daily production duties.

Administration

- Help Coach the on-air talent.
- Train appropriate staff in operation of on-air technology as required.
- Coordinate with other on-air staff members to ensure programming airs as required.
- Fill in for Network Program Director as required.

Public Appearances

- Represents the station on-air and at events in a professional manner (nights and weekends required) This includes:
 - Participation in station remote broadcasts
 - Assist NPD with on-air promotions and/or attend promotional meetings
 - Representation at charity events, community events etc.

Qualifications:

- Proficient in running a broadcast board
- Strong verbal and writing skills, interpersonal people skills
- Experience using editing software such as Adobe Audition
- Experience with Axia, Music Master and Wide Orbit Preferred
- Experience creating music logs
- Proficient computer knowledge using Microsoft office suite
- A self-motivated, outgoing person with the ability to work with little supervision
- Strong understanding of radio fundamentals
- Ability to interact with others, maintain and grow listener and co-worker relationships
- Dedication to excellence
- Actively involved with a local church

Experience and Education:

- High School Diploma required. Associate Degree preferred.
- 3-5 year minimum as on-air talent, programming, and production.

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Physical Demands:

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 + pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Application & Resumes:

- We are unable to consider resumes without an application. Please complete our online application at: TheFamily.net click on Careers.
 - The following must be included to be considered:
 - Cover Letter & Resume
 - Air check
 - Production samples
 - Video of you speaking about something you are passionate about
 - Brief summary of your programming philosophy

The Family Radio Network, Inc., WEMI-FM, WEMY-FM, WGNV-FM, WSTM-FM, has established religious faith as a qualification for employment, as permitted by the FCC's instructions.