



Job Description

Position: Radio Operations Assistant
Reports to: Radio Operations Manager
Status: Casual (19 Hours per Week)
Rate of Pay: \$17.00 per hour

Responsibilities:

- Prepare station program logs using the Allegiance Traffic System. Prepare radio program playlists using the Enco Digital Audio Delivery System.
- Enter and schedule underwriting using the Allegiance Traffic System and the Enco Digital Audio Delivery System.
- Monitor schedules, recordings and downloading of programs using the PRSS system, PRX and other programming sources.
- Maintain broadcast continuity, including scheduling of program promos and station announcements.
- Fill in for Radio Operations Manager or other Radio Operations Assistants as needed.
- Other duties as assigned.

Requirements:

- High School Diploma, Associate degree preferred
- Knowledge of Radio Broadcast Operations and Aptitude for operation of broadcast equipment
- Strong computer skills, including Word, Excel, Allegiance, Enco, Adobe
- Ability to interact with a diverse group of employees, team player, and communicate professionally
- Ability to work independently, be flexible and adjust to department demands
- Ability to work independently and as a team member with great attention to detail

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