



## JOB DESCRIPTION

**Job Title:** Assistant Program Director  
**Classification:** Full-Time Exempt  
**Location:** In-office position located in Appleton, Wisconsin  
**Reports to:** Program Director / CEO

### Overview:

The Assistant Program Director position works under the direction of the Program Director to assist in the execution of a properly targeted, strategic and compelling radio station that is intentional to do ministry and will maximize audience size, business and donor revenue and ministry impact in the communities that station(s) serve.

### Faith-Based Expectations:

- Uphold and abide by The Family Radio Network, Inc.'s Vision, Mission, Core Values, and Doctrinal Statements & Beliefs.
- Have an active and growing personal relationship with Jesus Christ.
- Will demonstrate a Christ-like attitude by praying, sharing, and pointing people to Jesus Christ.
- Is expected to be actively involved in a local church.

### Primary Responsibilities:

- Assist the Program Director to implement the strategic and effective use of radio elements including, but not limited to, clocks, sweepers, jingles, stopsets, contesting, imaging, slogans, positioning statements, feature elements, show prep bits and more.
- Assist with the selection of music for airplay and the effective rotation and scheduling of songs for airplay. This includes, but is not limited to, becoming proficient with the station music scheduling software (Music Master), maintaining effective relationships with record labels and the maintenance of industry chart reports and BMI / ASCAP / SESAC reports, both on-air and online, as needed.
- Develop and maintain a thorough understanding of the station(s) automation system and internet audio delivery systems and scheduling systems in order to facilitate their trouble-free operation. Also, provide trouble-shooting diagnostics and be able to execute solutions to common problems of these systems. In the event of technical problems or questions, this position is a contact for station audio emergencies as situations arise.
- Provide programming guidance for all on-air personalities to keep them informed and unified on programming initiatives.
- Assist programming department with on-air personality scheduling in the event of vacation, holidays and sickness.
- Potential daily solo, team or fill-in air shift that provides mass appeal content that fits within station programming and ministry guidelines.
- Collaborate with department leaders on development of effective on-air contesting, promotions and community outreaches.

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- Collaborate with department leaders on production needs.
- Collaborate and assist with department leaders on digital initiatives including, but not limited to social media, video, podcasts and more.
- Appearances at station events and concerts including friendly interaction with listeners and potential emcee duties. Events are typically scheduled during evenings and weekends.
- Help facilitate station research tools and projects including, but not limited to online music testing, RRC data and other research initiatives.
- Collaborate with departmental leaders to facilitate programming department initiatives.
- Participates and assists with on-air fundraisers.
- Provide on-site assistance for station concerts and other special events as needed.
- Attend scheduled meetings.
- Other duties as assigned.

### **Requirements:**

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Passionate about the vision and mission of The Family.
- Excellent written and verbal communication skills.
- Ability to work well within a team and be a good cultural fit with the station.
- Maintain confidentiality in all aspects of listener, client, staff, and ministry information.
- Problem solving mentality that offers solutions that fit within ministry guidelines.
- Creative thinker with ability to manage multiple projects at the same time.
- Emotionally intelligent and can interact with others well to maintain and grow co-worker, and client relationships.
- Exhibits a good attitude with a committed team player mindset who listens well and is not afraid to ask for help when needed.
- A self-motivated person with the ability to work with little supervision.
- Working computer knowledge using Microsoft Office suite.
- This position is expected to be an in-office position in order to cultivate good communication, team dynamics and culture.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of The Family.

### **Experience and Education:**

- On-air experience is required.
- Radio programming or music director experience is preferred.
- Non-commercial radio fundraising experience is a plus.

### **Supervisory Duties:**

- None currently

### **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.

<b>Physical Demands/Working Conditions:</b>	<b>Continuously (67% - 100%)</b>	<b>Frequently (34% - 66%)</b>	<b>Occasionally (1% - 33%)</b>
Working in usual office environment	X		
Focusing on computer screen for extended periods of time		X	
Keyboard and mouse use for extended periods of time		X	
Communicating clearly (speak) in English	X		
Reading and following written directions		X	
Hearing	X		
Listening	X		
Vision (close, distance & ability to adjust focus)	X		
Using hands/fingers to handle, feel or write with clarity		X	
Sitting or standing for extended periods of time		X	
Driving for work			X
Driving at night and/or in poor weather conditions			X
Lifting and/or carry – up to 25 lbs.			X
Pulling and/or pushing			X
Walking		X	
Walking on uneven ground			X
Reaching with hands and arms			X
Stooping, Kneeling, Crouching or Crawling			X
Climbing stairs		X	
Climbing ladders			X
Exposure to outdoor conditions			X
Working overtime hours as required			X
Working in confined places			X
Being exposed to excessive noise			X
Travel within Wisconsin (away from primary work location)			X

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