



JOB DESCRIPTION

Job Title: Creative Services Manager
Classification: Full-time Exempt
Location: In-office position located in Appleton, Wisconsin
Reports to: Program Director / CEO

Overview:

The Creative Services Manager position creates professional sounding audio production elements to help create a compelling radio outreach to enable The Family Radio Network fulfill its vision and mission and meet revenue and programming goals.

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:

- Demonstrated ability to voice and assemble all aspects of production, ensuring quality that reflects the market size that station(s) serve. This includes, but is not limited to: local commercials/underwriting announcements, sweepers, station event promos, station imaging production and in-studio client recordings, as needed.
- Assist with the preparation of long-form and short-form audio programs and accompanying promos to ensure all audio is ready prior to on-air dates. Also, develop working knowledge of Ambos and FTP audio delivery systems to ensure their trouble-free operation.
- Assemble fundraising production including day sponsor announcements, fundraiser promos, Life Change promos and more.
- Develop and maintain a working understanding of the station(s) automation and audio delivery systems in order to trouble-shoot their operation related to production and on-air content.
- Assist with non-commercial script writing that fits within FCC and ministry compliance guidelines, station promo and commercial copywriting, if needed.
- Develop and maintain a thorough knowledge and understanding of the TFRN Underwriting Compliance Manual.
- Conduct and edit recorded phone calls with listeners/donors for future use during fundraisers and on-air promotional spots.
- Collaborate with proper department heads to determine best-practice policies and procedures related to the production department.

- Communicate with Account Executives to gain information needed for audio production.
- Develop and maintain a working knowledge of related modules of traffic software.
- Position may include live or voice-tracked fill-in, weekend or daily air shift dependent on prior radio announcing experience as determined by the Program Director.
- Occasional appearances at station promotional events including friendly interaction with listeners and potential emcee duties. Events are typically scheduled during evenings and weekends.
- Attend scheduled meetings.
- Participates and assists with on-air fundraisers.
- 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 and strategic 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:

- Previous Radio/Media production experience required
- Adobe Audition experience preferred

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.

Physical Demands/Working Conditions:	Continuously (67% - 100%)	Frequently (34% - 66%)	Occasionally (1% - 33%)
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

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