

Diocesan Telecommunications Corporation

KLUX – 89.5HD

JOB DESCRIPTION

TITLE: Morning Show Host/Development Dir
HOURS: M-F, 5am to 1pm (On air 6 – 9)
REPORTS TO: Director of Broadcast Operations
STATUS: Full-Time (40 hrs./wk)

JOB SUMMARY

Operate all aspects of live assist/automated radio station as station policy dictates during live morning show 6-9AM. Develop New Station Underwriters and service existing Underwriter Accounts according to guidelines set by Management. Perform other duties as assigned by Management.

JOB DUTIES / RESPONSIBILITIES:

- 1. Execute Station Format during Monday thru Friday Morning show per format clock and prepared program logs.**
 - a. Ad-lib station I.D.s, time/temp, etc, to identify station. Execute on-air call-in type giveaways, and contests as directed, interact with callers (listeners). Operate Audio Console to mix sources.**
 - b. Prepare and deliver short scripted newscasts, ad-lib developing news, weather, emergency, or other information to keep audience informed of important happenings.**
 - c. Prepare recorded announcements as directed.**
 - d. Continuously monitor audio levels to ensure consistency and high technical quality of all programming elements as well as transmitter power levels and EAS logs pursuant to FFC Rules and station policy.**
 - e. Occasional Outside appearances as required**
- 2. Service, solicit and secure Underwriting sponsors for the Station pursuant to station policies and guidelines.**
 - a. Make Calls and Contact local businesses seeking Underwriting support.**
 - b. Maintain agreements and documentation regarding renewals and rates**
 - c. Maintain ongoing communications with existing Underwriters.**
- 3. Perform other duties as assigned/requested by Management.**

JOB REQUIREMENTS:

EDUCATION:

- High School required. College Degree preferred.

EXPERIENCE:

- Live, On-Air broadcast experience required.

REQUIRED KNOWLEDGE AND SKILLS:

Applicant must be.....

- Professional in all aspects including Courtesy, Personal Hygiene, grooming and neatness.
- Able to demonstrate through air checks and recordings, the ability to integrate on-air personality with the format of the radio station.
- knowledgeable and comfortable using Windows Operating systems.
- Proficient with Microsoft Word and associated programs.
- Trainable on unfamiliar software.
- Personable, friendly, and courteous to clients, co-workers, listeners, and others.
- A responsible self-starter, who works well as a team member.
- Able to take direction, and be a leader when necessary.
- Able to pass a Criminal Background check and drug testing prior to hire.

Applicant must have.....

- High quality vocal, communication, and telephone skills
- Reliable transportation and personal communications
- Well developed interpersonal communication skills

Pluses....

- Knowledge of the Catholic Faith, Holidays and Liturgy
- Advanced experience on Audio Vault Automation Systems
- Previous Non-Commercial Station Experience
- Inside and/or outside sales experience