



JOB OPENING **OPERATIONS APPRENTICE POSITION DESCRIPTION**

POSITION SUMMARY

This part-time position, under the guidance of the Operations Manager, will learn the workings of KCAW-FM's programming and operations. A successful candidate in this role will learn to coordinate engineering projects with CoastAlaska technical staff, communicate technical knowledge to multiple station stakeholders, and implement KCAW programming strategies. This position is meant to provide on-the-job training and mentorship to someone interested in starting a career in radio technology.

WHO WE'RE LOOKING FOR

Not having a technical background should not stop anyone from applying. We aren't just looking for candidates to fill a role, we're looking for people to join a team. Our goal is to create - and maintain - a work environment where people collaborate, share ideas, support one another, and otherwise lift colleagues up. We're looking for someone who has a passion for community, radio, and [KCAW's mission](#). If you have these qualities, this job is for you:

- Good at problem solving: you like to trace the root cause of an issue and correct it systematically.
- Interested in music and audio: you are curious about the structure of sound & how it's made.
- Service-oriented: you like to help others. You feel comfortable working with people of all skill levels, across a whole spectrum of accommodations.
- Organized: you can keep track of many projects and follow through on deadlines. You also can ask for help when you see a need for it.
- Comfort with IT: we use Google Suite in the office. Microsoft is what our behind-the-scenes tech runs on. You may not know everything about these systems, but you want to learn.
- Can follow structure: what you hear on the radio follows a path through many different pieces of equipment and software. You feel comfortable following that path to troubleshoot problems.
- Safety skills: you are willing to learn basic mechanical and safety skills including use of power tools.
- Creative: you are an original, imaginative person - and you like to encourage others to be creative too!
- Willing to grow: you are open to different ideas and ways of working, and accept meaningful feedback.

WHAT YOU WILL LEARN

1. *How to ensure the quality of KCAW's on-air sound.* Monitors KCAW's broadcast and offers constructive input around mic technique and delivery to programmers. Prioritizes continuity of broadcast operationally and provides backup coverage in partnership with the GM. Coordinates volunteer show coverage with the Volunteer Coordinator.

2. *How to oversee automation and broadcast operations.* Programs and maintains AudioVault, PRSS, and other technologies related to KCAW programming. Monitors and maintains background schedules in AudioVault. Maintains inventory of audio assets.
3. *Collaborating with CoastAlaska technical staff.* Performs maintenance and support of broadcast hardware, software, and networks for KCAW's FM and satellite systems. Monitors routing, playout, recording and streaming, working with CoastAlaska and APBI staff to implement changes or repairs.
4. *Partners to the curation of KCAW's programming.* Researches programs from a variety of local, regional, national and international sources. Works closely with the GM and Operations Director in the selection and scheduling of both local and syndicated programming. Partners to manage traffic: communicating preemptions, monitoring the programming schedule, coordinating 'make-goods' with the Development Director.
5. *Works collaboratively with KCAW staff.* Partners with the News Director and GM to program news/public affairs programming. Supports the production of underwriting, ePSA, and fundraising spots by the Development Director; assists with planning and operations of fundraising drives. Oversees and implements disaster response/safety information during emergencies and breaking news with all KCAW staff.
6. *Supervises production services/facilities.* Works with the GM to develop fee-for-service studio rentals and production services. Develops and replenishes on-air cuts and carts for PSAs, bumpers, and other interstitial content. Maintains live air-rooms, planning improvements and/or repairs when necessary. Engineers live music performances, working with the GM collaboratively to increase this programming.
7. *Implements KCAW programming strategies.* Participates in generating strategic directions for the station. Supports the development of digital properties such as podcasts and the KCAW website, to name a few.
8. *Ensures operational compliance.* Works with the GM on FCC and CPB compliance documentation. Serves as the Chief Operating Officer of KCAW. Schedules and monitors all EAS tests. Submits music licensing reports and coordinates Spintron reporting periods. Collaborates with the Development Director to create affidavits for underwriting.
9. *Monitors audience and solicits community input.* Works with KCAW's Community Advisory Board, working with volunteers to delegate aspects of programming (such as coordinating evaluations and selecting on-air modules.) Collects community feedback on programming.
10. *Represents KCAW through tours and outreach opportunities.* Guides station visits. Gives presentations and workshops off-site about the radio station. Develops volunteer training on operations with GM.
11. *Performs other duties as assigned by the General Manager.*

POSITION SUPERVISION

Administratively, this role reports directly to the General Manager. The Operations Apprentice works closely with the Operations Director in the day-to-day duties of this position.

SALARY RANGE

Salary starts at \$18.07 per hour, working a maximum of 30 hours a week to start. This position is classified part-time, non-exempt. KCAW is an Equal Opportunity/Affirmative Action employer.

HOW TO APPLY

Send a resume, cover letter and up to 3 references to becky@kcaw.org. Applications accepted until the position is filled. Initial screening begins August 30th, 2021.