



VSS Catholic Communications, Inc.  
Position Description  
June 2018



**JOB TITLE:** Assistant Program Director – Omaha, Nebraska

**JOB TYPE:** Full-Time Exempt

**HOURS:** Monday through Friday, 8:00 am to 5:00 pm (Flex-scheduling with start as early as 5:30 am – some evenings, weekends and limited travel will be required) This position will operate from our Omaha office located at 13326 A St. Omaha, NE.

**OVERVIEW:** The Assistant PD will work with one of the best Program Directors in the country to learn all aspects of Programming with the opportunity for advancement. The Assistant PD is a motivated, self-starter who brings creative talents to the airwaves as a voice for the network as announcer, producer and imager by assisting in the managing of the networks' on-air brand experience. Responsible for the management of web programming content and online services including audio archives and podcast directory. Ability to quickly learn radio automation and traffic systems. Possesses a working knowledge of Adobe Audition. Assists in the collaboration with Marketing and Outreach on events, promotions, contesting, and digital presence. Incumbent should develop leadership and management skills and experience, strategic thinking skills with the ability to communicate a clear vision, and motivate and inspire those around them through projects delegated by the PD or GM. Will possess or gain experience with talent coaching, event management, copy writing, acquire a deep knowledge and understanding of branding/imaging and effective digital engagement and demonstrate them over time. Creativity is a must. Incumbent will obtain an understanding of FCC rules and regulations for non-commercial stations.

**REPORTS TO:** Program Director

**SUPERVISES:** On-air talent, board operators, volunteer content providers and interns

**COLLABORATES WITH:** Spirit Catholic Radio directors, stakeholders, content providers and marketing partners

**DUTIES AND RESPONSIBILITIES:**

**Programming:** Will obtain the ability to program the network using Wide/Orbit software as well as RCS Linker and Selector software. Will program one of more separate program feeds for regional broadcast. Validates all spot breaks are timed correctly on the Leader station (KVSS) and multiple Followers. Manually schedule programs on Wide/Orbit that are provided by program sources other than EWTN, using the Production Schedule for Programs. Working knowledge of Adobe Audition, Natural Log 9 (Traffic) and Telos Axia IP Console is preferred. Assists in Identifying, recruiting, and coaching on-air talent, producers, e.g., frequently listens/airchecks sessions with on-air talent. Provides significant input to the PD to enhance image and visibility within the community. Assists in evaluating programming available from distributors, syndicators, and independent producers to recommend acquisitions for broadcast. Assists in scheduling staff for on-air shifts, remotes, and appearances.

**Announcer:** Serves as a back-up voice for Spirit Mornings, and other special broadcasts, when any of the show hosts are unavailable. May conduct interviews for broadcasts. Reads news, read and/or record public service and promotional announcements, and otherwise participate as a member of the on-air shift as required. May serve as emcee at events representing the network.

**Producer:** Assists in producing the Spring and Fall Care-a-thon fundraisers as well as Three Days of Summer Fun and Three Days of Christmas Music. Responsible for the quality of production of some of

the locally produced programs. Advises and confers with hosts/producers. Prepares copy and edit audio files on Adobe Audition so that material is ready for broadcasting. Possesses strong production and imaging skills, a passion for creative promotions and an obsession with digital and social media.

### **Knowledge & Experience**

- **Communications and Media** -- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to invite, inform, inspire and entertain via written, oral, and visual media. Researches and helps to implement the latest audio delivery methods.

**Administration and Management**-- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Acquires excellent team leadership and delegation skills, including motivation of staff; can set goals & expectations, provide honest feedback and manage performance.

**QUALIFICATIONS:** Practicing Roman Catholic with a deep love for the Catholic faith and faithful to the Magisterial teaching of the Church who can assist with the mission of the station. Ideal candidate has 1-3 years' experience as a Program Director, or assistant Program Director, for a Commercial or Non-Commercial station/network. Five plus years of experience working in the broadcast field. Experience working within a Catholic Radio station a plus. They must have outstanding interpersonal and communications skills, both oral and written, with an ability to effectively relate to donors, guests and clergy. The candidate must be professional in appearance, be highly organized and detail-oriented; must work well independently, as well as, in a team environment. Must have a passion for the mission of the network and an understanding of the programming offered. Must be able to work under pressure and adhere to deadlines. Strong project management and supervisory skills are essential. 4 - year college degree preferred.

**COMPENSATION:** This is a full-time management position with excellent benefits.

- Competitive pay - Annual salary depends on experience
- Creative, collaborative and faith-filled environment
- Ability to work alongside and learn from the best in the business
- Recognition and reward for outstanding performance
- Paid vacation, holidays and sick days offered
- Benefits include: Medical, Dental, Vision, Health Reimbursement Account, 503(b) retirement with company match, Life, AD&D and long-term Disability coverage

### **TO APPLY:**

Send resume, letter of interest, salary requirements, three professional references, 2-3 minute air-check demo (3MB max), and a link to your Facebook/Twitter/Instagram to:

Jim Carroll  
Executive Director  
Spirit Catholic Radio  
13326 A Street  
Omaha, Nebraska 68144  
Or e-mail to [jimc@kvss.com](mailto:jimc@kvss.com)

All résumés and general inquiries will be retained for a maximum of 1 year. Only qualified applicants will receive an interview due to the high volume of applications expected.