



VSS Catholic Communications, Inc.
Spirit Catholic Radio
Position Description
January 2019



JOB TITLE: Creative Production Manager

HOURS: Monday through Friday 8:00 am – 5:00 pm; other hours, as needed.

JOB TYPE: Full-time, Exempt

REPORTS TO: Program Director and Assistant Program Director

COLLABORATES WITH: SCRN Directors and Morning Show Hosts

SUPERVISES: Interns

DUTIES AND RESPONSIBILITIES: Edits and uploads the morning show. Loads select morning show content to audio archives. Archives and edits phoners, segments, and interviews on a daily basis for scheduling by program director for later airing, as well as uploading to the Morning Show webpage. Provides back-up to the Production Manager. Serves as host/announcer on-air as needed. In collaboration with the Program Director, perform basic troubleshooting tasks in relationship to keeping programming on the air during normal operating hours of the station. Understands the importance of all interdepartmental relationships. Assists in production, writing and recording underwriting spots and station promos, etc.

Creates/collaborates on all bumpers and imaging for Spirit Mornings; on-air, web, Facebook. Edits and engineers interviews for use on Spirit Mornings. Records off site audio for “on the street” segments (i.e. school prayers, movie premiers, Spirit Presents, conferences, etc.) Operates board for morning show remotes as well as days off/sick days for main morning show voices. Keeps all morning show elements fresh in a constant, timely manner. Organizes and archives digital audio and freshens all morning show produced audio. Oversees the quality, quick turnaround, and overall signature sound of on-air production for Spirit Mornings. (Additionally, operates board for ball games when primary board operators are unavailable.)

Serves as producer/advisor for SCRN programs: Holiness Helpers, Loving Life, Witness, This Is Our Faith, Connecting the Diocese, and new programs. Assists in ripping and dubbing weekly shows, vignettes and features that run each week. (Food for the Journey, Fire on the Earth, etc.)

Organizes/plans distribution of on-air giveaways. Writes and produces daily morning show promo. Participates in weekly events meetings, staff and morning show meetings, as well as weekly air check sessions with outside consultant. Attends daily post-morning show breakdown meetings.

Ability to hear in your head, and in a timely fashion build from scratch, great succinct innovative topical promos generated from on air audio, TV and/or web audio. Additionally, the ability to develop an original

concept into an imaging piece or feature that tells the story of the Catholic Faith in a compelling and entertaining fashion. You must simply be a great idea person, a great content generator, and executor.

Collaborates with and provides an on-air presence as an additional voice as needed. Solicits, creates, prints and organizes all relevant guest/feature content for hosts. Assigns and directs morning show staff in production (and writing where applicable) of any promos and bits.

Other job-related duties as required.

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 High school diploma or equivalent required. 2 – year College degree preferred. 2-4 years radio production/producer experience preferred. Experience working within a Catholic Radio station a plus.

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. Ability to take direction, meet deadlines, and honor commitments in a time sensitive environment. Ability to remain calm under pressure, maintaining a pleasant, courteous, professional demeanor in high-stress situations. Must be able to work under pressure and adhere to deadlines.

An understanding of the Catholic Church and the liturgical year. Must be attuned to what is happening within the five dioceses being served and understand what is of importance to our listening audience. Must thoroughly understand how to use Social Media correctly on how to promote an award winning top rated radio show. Ability to shoot simple video, edit it, rip audio from it, and post it. Excellent long-form and short-form audio editing skills, with superb attention to detail.

COMPENSATION: This is a full-time exempt 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:

Jeb Eischeid
Assistant Program Director
Spirit Catholic Radio
13326 A Street
Omaha, Nebraska 68144 Or e-mail to jeb@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.