

Spirit Catholic Radio Network
Chief Programming Officer

Classification: Full-Time, Exempt (M-F with occasional weeknight or weekend)

Location: Omaha, Nebraska

Reports to: Executive Director

Manages: Program Director, Production Manager, producers and on-air talent

Overview:

Spirit Catholic Radio operates a network of non-commercial stations throughout Nebraska and western Iowa and is seeking a creative, proven individual to serve as Chief Programming Officer to lead the creation, development and implementation of quality programming concerning the Catholic faith, featuring program hosts who are difference makers and influencers on culture. These programs will initially be marketed to a network of independent Catholic stations in the mid-west and then across the country. In addition, the incumbent is responsible for curating programs and fine-tune existing programs (talent coaching and brainstorming) as well as orchestrate the overall sound and image of the five program streams aired across the network.

Faith-Based Expectations:

- Uphold and live out the tenants of the Catholic Faith as well as the mission and vision of Spirit Catholic Radio.
 - Provide servant leadership as patterned by Christ. Compassionate, speaking the truth in love, soliciting feedback, spiritual maturity and fostering a team atmosphere.
- Be actively involved in a local parish.

Programming Responsibilities:

- Responsible for programming content, overall sound, and image of the network.
- Responsible for hiring, training, coaching, and cultivating on-air hosts and show producers.
- Will help in developing a regional network of affiliates stations through relationships with other Program Directors at networks/stations throughout the Midwest.
- Work collaboratively and cooperatively with other employees as a problem solver.
- Be an effective Leader of the programming department as well as the network.
- Responsible for increasing listenership, listener engagement and tracking listenership statistics for the radio network.

- Communicate with listeners and staff in relation to programming concerns, issues and/or ideas.
- Working understanding of daily automation logs maintained by the Program Director.
- Manage Program Director, production manager, program producers and on-air positions.
- Work with Social Media Director on social media posts for morning drive time show and two syndicated national programs.
- Work with Community Engagement to help develop radio promotions.
- Schedule on-air talent for employees time off.
- Possibly fill in for on-air positions, as needed.

Manage On-Air Talent to do the following:

- To become an effective communicator who presents, develops, and deliver a live drive-time show that relates to our target audience, in accordance with Spirit Catholic Radio Network's (SCRN) statement of faith.
- Learn and understand SCRN demographics and generate creative content for our target audience.
- Good storyteller who engages the listener and shares personal experiences that relates to our audience.
- Prepare and outline daily show content.
- Respond to listeners through Social media platforms.
- Proficient in Social Media platforms.

Coordinate Talent's Public Appearances as follows:

- Represents the station on-air and at events in a professional manner (nights and weekends required) This includes:
 - o Participation in station remote broadcasts.
 - o Organize on-air promotions and/or attend promotional meetings.
 - o Representation at charity events, community events etc.

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 10 years of experience in programming and production with experience as an on-air personality, talent coach and program development, especially in a network environment. Should have an understanding of how to build relationships with a network of affiliate stations. Experience in public relations, marketing or development as well as experience working within a faith-

based organization is a plus. Must have outstanding interpersonal and communications skills, both oral and written, with an ability to effectively relate to listeners, donors and clergy. The candidate must be professional in appearance, be highly organized and detail oriented; work well independently, as well as in a team environment and be able to provide leadership as part of the senior level management. Must be able to work under pressure, adhere to deadlines, have strong project management and supervisory skills. Bachelor's Degree preferred.

Additional Qualifications

- Proficient in running a broadcast board as backup.
- Ability to interact with others, maintain and grow listener and co-worker relationships.
- Experience using editing software such as Adobe Audition.
- Experience with Axia, RCS Linker and Selector and Wide Orbit, preferred.
- Experience creating on-air logs, preferred.
- Experience writing copy, a plus.
- Proficient computer knowledge using Microsoft office suite.
- Strong understanding of radio fundamentals.
- Dedication to serve with excellence.

Physical Demands:

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 + pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

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.

SALARY: This is a full-time position. Annual salary depends on experience. Excellent benefits including low-deductible Medical Plan (80% premium paid by employer), 401K plan with employer match dollar for dollar up to 6%, paid vacation, holidays and sick leave. Also Dental, Vision, Accidental Death and Dismemberment, Long-term Disability and \$25,000 Life Insurance at no cost.

TO APPLY:

Send resume and letter of interest, salary requirements, three job related references, air checks, production samples, and video of you speaking about something you are passionate about and a brief summary of your programming and production/coaching philosophy to:

Jim Carroll - Executive Director
Spirit Catholic Radio Network
13326 A Street
Omaha, Nebraska 68144

Or visit www.spiritcatholicradio.com/careers and click the “Apply Now” button.

Failure to send letter of interest and resume, salary requirements (range is ok but will not accept “negotiable”) or references will result in your application being overlooked. All information provided will be held in the strictest confidence.

Spirit Catholic Radio Network has established the incumbent must be of the Catholic faith as a qualification for employment for this position, as permitted by the FCC's instructions.

Christ Centered - The Mission of Every Associate

The mission of Spirit Catholic Radio is to bring an Encounter with Jesus through the media. Working for Spirit Catholic Radio helps us know, love, and serve Christ in a unique and powerful way. We encourage staff to identify their potential, develop their talents and respond to the call to be holy men and women; followers of Christ.

The challenge to imitate Christ is personal, communal and continually evolving within each individual’s faith journey. Through “Community” we grow in holiness. To accomplish this, Spirit Catholic Radio provides opportunities that will educate and inspire.

Equal Opportunity statement

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Spirit Catholic Radio are based on merit, qualifications and ability. Spirit Catholic Radio complies with federal employment law and does not discriminate in any manner contrary to law or justice in its workplace or with our applicants. At the same time, Spirit Catholic Radio

cherishes its right and duty to seek and retain personnel who will make a positive contribution to the religious character, goals and philosophies of Catholic traditions. Federal and state laws recognize the right of a not-for-profit, religious-based institution to give preference to applicants and employees of the institution's religious affiliation. For many roles within Spirit Catholic Radio, the ministerial or ecclesiastical function is part of our associate's everyday responsibilities. We seek to invite, inform and inspire our associates to live a Christian lifestyle.