

**KOAHNIC BROADCAST CORPORATION (KBC)**  
**JOB DESCRIPTION**

**JOB TITLE:** Radio Operations     **DATE:** 10/4/2024

**FLSA:** Non-Exempt / Part-time     **DEPARTMENT:** KNBA Station Ops

**REPORTS TO:** Director of Programming & Operations     **WAGE:** \$21 an hour

**LOCATION:** Anchorage, Alaska 99508

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**GENERAL FUNCTIONS:**

Working under the supervision of the KNBA Director of Programming, the Radio Operations staff is an *in-office* position that will assist KNBA's daily/weekly schedule of programming, on-line content, and general audio productions.

**HOURS:**

Position is Monday through Friday 10:00 am to 4:00 pm (available for adjustment)

**ESSENTIAL JOB RESPONSIBILITIES AND DUTY EXAMPLES:**

- Manages daily content placement for radio delivery platforms.
- Enhances operational systems and promotes best practices.
- Oversees content placement and updates for the KNBA website.
- Available as an On-Air Host, either live or voice-tracked.
- Perform technical operations for remote broadcast events and special productions as needed.
- Collaborates with KBC programming department to address technical questions and requirements related to system operations.
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of FCC regulations, and radio broadcasting practices.
- Understanding of broadcast and production systems including RCS Zetta, RCS Selector, Grove Web Tools, Adobe Audition, social/digital media applications, and Content Depot is preferred
- Experience with public radio and Triple-A format.
- Ability to meet deadlines and work independently
- Ability to work collegially with multiple stakeholders and audiences.
- Competency in broadcasting operations and editing (audio, video, photo) software.
- Knowledge of the mission of KNBA, public radio programming, and a strong understanding of Alaska Native issues.
- Must be able to thrive in a dynamic environment, effectively managing and prioritizing multiple tasks and competing demands while seeking guidance from supervisors when necessary.
- Must be able to lift 50 pounds.