

JOB DESCRIPTION – RADIO PRODUCTION

I. Skills Required

- A. Proficient with Adobe Audition CS6 or similar digital audio workstation
- B. Experience with multi-track digital audio editing
- C. Comprehensive understanding of audio production dynamics, i.e. processing, compression, & effects
- D. Proficient writing and audio editing skills, comedic timing is a plus
- E. Proficient use of various audio production technologies such as studio set up, recording equipment, scheduling, and software
- F. Ability to edit/produce audio work efficiently yet creatively
- G. Ability to create, schedule, manage, and curate finished audio elements
- H. Ability to work in a collaborative and creative work environment
- I. Dynamic communication skills and a positive proactive attitude
- J. Keep up to date with current affairs to ensure content is topical and well-researched.
- K. Ability to manage and complete multiple ongoing tasks in a deadline driven environment

II. Responsibilities

- A. Generate concepts for new radio features, drop ins, and spots.
- B. Handle assigned production for the network including dubs, voicing spots, editing MP3's and uploading audio files
- C. Write and produce spots as assigned
- D. Produce underwriting tags
- E. Create unique content for program features and Morning Show characters
- F. Write and produce bits and features as assigned
- G. Record/engineer Kids Corner
- H. Record listener interviews at events
- I. Attend Weekly Staff meetings

- J. Attend monthly department goal-setting meetings
- K. Extract content from Sharathon calls for liners
- L. Engineer on-site recordings as needed
- M. Any duties otherwise assigned to co-workers during their absence
- N. Make sure that content complies with all broadcasting legislation applicable to non-profits
- O. Edit interviews/reports/conversation pieces

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