

## Radio Production - Full Time Opportunity

Family Life Ministries, Inc. has a full-time position available for an experienced and creative team member in our Radio Production Department. The ideal candidate will have the ability to create fun and engaging content that will convey Biblical truths, and spiritual encouragement. Qualifications for this position include: multi-track digital audio editing, proficiency with Adobe Audition CS 6 or similar audio editing program, a comprehensive understanding of audio production (processing, compression, effects), creative writing and editing skills (a keen sense of comedic timing is a plus), a warm and friendly voice over style (character voices are a plus), the ability to work in a collaborative team environment while managing multiple tasks to ensure completion ahead of assigned deadlines. Applicants must also have an overwhelming sense of God's calling to use one's skills and talents to advance His work.

Family Life, located in the beautiful Finger Lakes area of New York is in its 62<sup>nd</sup> year of ministry and includes a regional Contemporary Christian radio network of more than 60 broadcast signals throughout NY and PA along with full-time departments in Performing Arts, Biblical Counseling, Creative Services, and Events. The individual chosen to fill this position will have the opportunity of working with a talented team of over 50 staff members. Integrity, excellence, teamwork, and a passion to serve characterize the ministry of Family Life. Email production demo and resume to [davemargalotti@fln.org](mailto:davemargalotti@fln.org) or mail to Family Life: POB 506; Bath, NY 14810.

# **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. Narrate Production pieces and voice character parts as assigned.
- G. Write and produce bits and features as assigned
- H. Record/engineer Kids Corner
- I. Record listener interviews at events
- J. Attend Weekly Staff meetings
- K. Attend monthly department goal-setting meetings
- L. Extract content from Sharathon calls for liners
- M. Engineer on-site recordings as needed

- N. Any duties otherwise assigned to co-workers during their absence
- O. Make sure that content complies with all broadcasting legislation applicable to non-profits
- P. Edit interviews/reports/conversation pieces