

Production Assistant



Reports To: Director(s) of Production

Collaborates with: General Manager, Marketing, Finance

Part-time Position

Hourly, non-exempt

Primary Function: The Production Assistant assumes a lead role in the production and management of the podcast studio ensuring that requests for studio time are handled in a timely and effective manner. This position assists the Directors of Production with scheduling, production of special programming, day to day podcast production and support for log documentation. Also assists with remote broadcast as needed. The ideal candidate will work an average of 20 hours per week, which will increase up to 40 hours around major events and occasional weekends and evenings when needed.

Essential Duties and Responsibilities

Podcast Studio:

- Manages scheduling of studio time
- Assists with the production of recording
- Proactively engages and solicits new podcast users
- Handles day-to-day business requests
- Maintain studio equipment

Production

- Identify and assist in scheduling potential guests
- Assist with background documentation of potential guests
- Edit daily recordings
- Create podcasts of daily recordings and post to website
- Assist with station automation systems
- Ensures that on-air copy is appropriate for broadcast and conform to FCC requirements
- Assists during pledge drives
- Willing to step into Host position during times of absence (vacation, sick, etc)



Required Knowledge, Skill and Abilities:

- Strong communication skills
- Highly skilled negotiating and problem-solving skills
- Ability to be collaborative and to encourage collaboration
- Strong writing, speaking, and presenting skills
- At least 2 years of work or related experience in production editing or broadcasting
- Prefer Bi-lingual (Spanish & English)
- Understanding of the Catholic Faith
- Ability to manage multiple tasks and responsibilities efficiently and effectively with an acute attention to detail
- Basic computer literacy with knowledge Excel, Word