



The Family Radio Network, Inc. Chief Programming Officer & Drive-Time Host

Classification: Full-Time, Exempt (Weekdays, occasional weeknight and/or weekend)
Location: Appleton Wisconsin
Reports to: Chief Executive Officer
Benefits: Please see current benefits policy

Overview:

The Family Radio Network, Inc. operates a network of radio stations known as The Family and is seeking a full-time Chief Programming Officer & Drive-Time Host. The position is responsible for programming content, music selection, overall sound and image of the station which aligns with The Family vision & mission statement.

Faith-Based Expectations:

- Uphold and live out The Family Radio Network, Inc.'s mission, vision, and statement of faith.
- Provide servant leadership as patterned by Christ. Compassionate, speaking the truth in love, soliciting feedback, spiritual maturity, fostering an atmosphere for The Family team to flourish.
- Minister, pray and share the gospel with listeners and donors.
- Be actively involved in a local church.

Programming Responsibilities:

- Responsible for programming content, overall sound, and image of station.
- Assist in hiring, training, coaching, and cultivating on-air hosts.
- Work collaboratively and cooperatively with other employees as a problem solver.
- Be an effective Leader of the programming department.
- Responsible for increasing listenership, listener engagement and tracking listenership statistics for the radio network.
- Oversee music selection and software program. Manage music research with APD.
- Communicate with listeners and staff in relation to programming concerns, issues and/or ideas.
- Review daily automation logs.
- Supervise Network Production Director position.
- Produce and edit production spots, as needed.
- Work with Social Media Marketing Coordinator on social media posts for drive time show.
- Research with APD other digital streams.
- Work with Promotions Manager to help develop radio promotions.
- Schedule on-air talent for employees time off.
- Fill in for on-air positions, as needed.

On-Air Duties:

- Be an effective communicator who presents, develops, and deliver a live drive-time show that relates to our target audience, in accordance with The Family's statement of faith.
- Learn and understand "The Family" 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.

Public Appearances:

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

Qualifications:

- Proficient in running a broadcast board.
- Strong verbal and writing skills, interpersonal people skills.
- A self-motivated, outgoing person with the ability to work with little supervision.
- Ability to interact with others, maintain and grow listener and co-worker relationships.
- Experience using editing software such as Adobe Audition.
- Experience with Axia, Music Master 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.

Experience and Education:

- 3 year minimum as on-air talent, programming, and production experience.
- Bachelor's Degree preferred.

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.

Application & Resumes:

- We are unable to consider resumes without an application. Please complete our online

application at: TheFamily.net click on Careers.

- The following must be included to be considered:
 - Cover Letter & Resume
 - Air check
 - Production samples
 - Video of you speaking about something you are passionate about.
 - Brief summary of your programming & music philosophy.

The Family Radio Network, Inc., WEMI-FM, WEMY-FM, WGNV-FM, WSTM-FM, WGNW-FM has established religious faith as a qualification for employment, as permitted by the FCC's instructions.