

# Production Director



Reports To: General Manager

Collaborates with: Marketing, Finance, Development

Full-time Position, Exempt

Hours: Monday-Friday, 6 am to 2 pm (Flex scheduling-some evening and weekends will be required)

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**Primary Function:** The Production Director assumes a lead role in the production management and overall sound of the station broadcasts. Programs the broadcast automation system, provides a voice for the broadcasts, produces programming, and supervises production staff/volunteers. Provides guidance and direction to subordinates, including setting performance standards, monitoring performance and provide motivation. Analyzes information and evaluates results to choose the best solution and solve problems. Develops and creates new programs, builds community relationships, and works with other staff members to expand listenership. Communicates information and direction to co-workers and subordinates by phone, in written form, email or in person.

## Essential Duties and Responsibilities

### Programming

- Evaluates new and existing programming for sustainability
- Operates daily or remote broadcasts
- Identify and schedule guests for daily show
- Prepare background documentation of potential guests
- Record and edit daily recordings
- Serves as one of the voices for PSA's, underwriting or special announcements
- Programs station automation system
- Creates/collaborates on all audio and imaging for website, on-air and other social media outlets
- Ensures that on-air copy is appropriate for broadcast and conforms to FCC requirements
- Produces Spring & Fall pledge drives
- Select, acquires, and maintains programs, music, audio clips and other needed materials and ensure legal clearances for their use as necessary.
- Maintain all program logs

### Other Duties & Responsibilities

- May serve as emcee at events representing the organization

- Collaborates with Associate Producer and volunteers by establishing work schedules and assignment of work
- Prepares copy and edit audio files so that all material is ready for broadcasting
- Confers with General Manager, staff and engineering to discuss issues such as production, policies and coverage
- Attends bi-weekly staff meetings



### **Required Knowledge, Skill and Abilities:**

- Knowledge of media production, communication and dissemination techniques and methods.
- Strong communication skills: written and verbal communication
- Highly skilled negotiating and problem-solving skills
- Ability to be collaborative and to encourage collaboration
- Ability to effectively relate to donors, guests and clergy
- At least 2 years of work or related experience in production editing or broadcasting
- Must work well independently, as well as, in a team environment
- Must be able to work under pressure and adhere to deadlines
- Must be 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