

***Assistant Station Manager*** (Asst Mgr - apply by 3/1/2023 for best consideration) p. 1 of 2

- **KGLP, 91.7 FM**, licensed by the FCC to Gallup Public Radio, has a small staff of volunteers and currently has one full-time employee, the Station Manager.

**The Position:** KGLP is looking for a FT (40-hrs-week) Assistant Station Manager (Asst Mgr.) This position is second-in-command to the Station Manager. You'll oversee all operations for this community radio station: from engineering to funding, management, administration, web development, social media and marketing. We're looking for someone with experience in IT, plus media and/or radio, with good people skills. Proficiency in electronic equipment and systems is required. This will be our second FT employee (\$40k starting salary, eligible for a raise after the 90-day probation); then consideration for annual raises as warranted by performance reviews and KGLP finances, with 60 hours of vacation annually, accrued at the rate of 5 hours monthly. Other benefits negotiable.

**Requirements / Desired competencies**

- Minimum: Associates Degree (Bachelors preferred) or Equivalent Experience, preferably with STEM or STEAM studies. Repair, maintain, and replace electronic or mechanical systems, such as computer or radio equipment, circuit boards, electrical wiring, audio cables, etc. Familiarity with computer hardware and software, knowledge of at least one computer programming language or HTML, proven math skills, and/or other experience demonstrating the applicant's ability to understand technology and comprehend reference manuals. Sound judgment and management skills; excellent oral and written communication skills in English. Interpersonal communication skills (responding to the public); analytical skills and the ability to learn new material quickly; and general knowledge of media operations. Music, theatre, or public speaking performance experience desired. Bilingual capability a plus (Navajo or Spanish preferred), Grant Writing, Sales, and/or Marketing experience helpful. Verifiable past accomplishments (in school, jobs, et. al.) encouraged.

**Core Responsibilities:**

- Learn all station operations, reporting to the KGLP Station Manager. The Asst Mgr fosters collaboration, encourages diversity and inclusion, while maintaining focus and achieving priorities. This person should accept and manage responsibly, exercising respectful authority and accountability, and seek to help lead others toward common goals. The individual should possess the maturity to maintain their professionalism while experiencing change and confronting challenges. The Asst Mgr should care about the potential of community and public radio, enjoy interacting with the public, be committed to the Mission of KGLP (see below), and be motivated to help expand KGLP's influence in the community, honing skills in broadcast & studio engineering, FCC regulations, grant management, fundraising, filing music and FCC reports, plus general operations, while performing basic production duties.

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**Why Apply?**

- Opportunities for career development.
- Great potential for upward mobility.

**How Do You Apply, and How Will Finalists Be Interviewed?**

- Email a cover letter to [manager@kglp.org](mailto:manager@kglp.org), and [kglpradio@kglp.org](mailto:kglpradio@kglp.org), along with:
- A resume, bio, and/or CV, and,
- Job, volunteer, mentorship, and/or educational references.
- Finalists will be contacted for interviews with a hiring committee made up of several Gallup Public Radio board members and KGLP's Station Manager, initially online, via ZOOM.

**About KGLP and Gallup Public Radio**

Gallup Public Radio, a 501 (c) 3 not-for-profit organization, is the FCC licensee for KGLP-FM, in Gallup, NM, USA, Gallup's only locally owned Public Radio Station, broadcasting locally at 91.7 FM from studios at the University of New Mexico, Gallup, via 900 watt transmitter and antenna on Gibson Peak, 16 miles Northeast of town, streaming online at [KGLP.org](http://KGLP.org) – the “most patriotic small town in America”, Adventure Capitol of New Mexico, and “Indian Capitol of the World”, is surrounded by vast rural communities ranging from those on the Navajo Nation, Zuni, and Acoma Pueblo, to Ramah, Ft. Defiance, Thoreau, Houck, and points in-between, with a population varying from 22,000 during the month to a temporary population of over 100,000 near the beginning of the month, depending on activities. Rental lodging is a challenge, but the cost of living is relatively low, compared with some urban areas, with Gallup close to hiking and biking trails, Municipal, State and Tribal sites such as Canyon de Chelly, Red Rock Park, Window Rock, Cibola National Forest, and National Monuments such as Chaco Canyon, El Morro, and El Malpais, all destinations for outdoor adventure. Gallup hosts the annual Indian Ceremonial and Red Rock Balloon Rally, as well as other events such as rodeos, bike rallies, and gallery showings. Much of the Native arts and crafts sold in Santa Fe, NM originates in Native communities around Gallup, NM.

**KGLP** has been on the air for over 30<sup>th</sup> years, serving Gallup and the surrounding area.

- Mission: KGLP's radio service encourages intellectual curiosity and critical analysis, providing for otherwise un-served tastes and interests in Gallup and the surrounding area, presenting material that challenges the mind, provokes thought and discussion, broadens views, and educates in a formal and informal manner. KGLP strives to enhance intellectual development, expand knowledge, and deepen aesthetic enjoyment through a balanced presentation of alternative view points, helping listeners become more responsive, informed human beings who exercise personal responsibility. More at [KGLP.org](http://KGLP.org).

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