

JOB TITLE: Production and Engineering Assistant (Prod/Eng Asst)

REPORTS TO: KGLP Station Manager

SUPERVISES: Volunteers & any PT staff (along with KGLP Station Manager)

CONDITIONS OF EMPLOYMENT: FT Paid Asst position; flex scheduling as necessary

INTRODUCTION

The individual in this position should become knowledgeable of all station activities and will be accountable to the KGLP Station Manager. The Prod/Eng Asst should foster an environment of collaboration, encourage diversity and inclusion while maintaining focus and achieving priorities. She or he 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 Prod/Eng Asst should care about the potential of community and public radio, enjoy interacting with the public, be committed to the Mission of KGLP, and be motivated to help expand KGLP's influence in the community. Developing knowledge and skills in broadcast and studio engineering competencies will be the first priority for this position, with periodic production duties as time permits.

The Prod/Eng Asst will be given clear lines of authority and shall receive the support of the Board and Station Manager to carry out his or her responsibilities. Regular feedback will be provided by the Station Manager and Personnel Committee of the Board of Directors via annual two-way performance evaluations that should provide scheduled opportunities for mutual growth and development.

Wherever possible, learning opportunities with commercial broadcast engineers in the Gallup area may be arranged, to give the Prod/Eng Asst insight into the competencies needed for basic Engineering functions. The Station Manager will provide some initial training to the Prod/Eng Asst in such areas as RF and studio engineering, board operation, IT, automation, FCC requirements, EAS programming, and other aspects of broadcast operations.

As the Prod/Eng Asst develops engineering, production, and management skills, more responsibilities will be assigned, based on annual performance reviews, potentially backstopping the Station Manager's duties, and becoming a prime candidate for service as a future station manager or other roles at larger media organizations, as fits the career path of the employee.

CORE RESPONSIBILITIES/FUNCTIONS

General:

- Seek to foster and attain the spirit contained in the introductory remarks above.
- Develop skills in studio and RF/broadcast engineering, over the course of 2-5 years.
- Contribute hopes, ideas and expertise to the ongoing KGLP improvement process
- Assist with studio engineering and production, including installation and maintenance of equipment.
- Maintain regular station hours, where possible.
- Timely response to mail, phone, electronic, and personal communications

Additional Duties, as Time Permits:

- Help protect the station's license through strict adherence to FCC rules and regulations
- Work with and help supervise volunteers and assistants at KGLP, as needed.
- Establish maintenance routine, as needed, to ensure performance of equipment.
- Assist with and verify programming preparation, scheduling, helping maintain quality assurance for the station.
- Assist with adherence to FCC policies, the Public Inspection File, and Quarterly Music Reports, as needed.
- Assist with production of public service announcements, promos, and other content, as needed.

Programming:

- Knowledgeable of programming needs, sources, and delivery methods
- Assist with managing staff-volunteer relations, campus and community relations
- Assist with timely production and scheduling of underwriting announcements, PSAs, and topical content.
- Assist with training, management, and motivation of station personnel
- Help promote KGLP's mission to volunteers, staff and listeners

Engineering/IT:

- Assist with installation and maintenance of automation systems and computers
- Assist with maintenance of miscellaneous studio equipment, plus upgrades
- Assist with repair and troubleshooting of basic computer and software issues

REQUIREMENTS AND QUALIFICATIONS

EDUCATION: Associates Degree or Equivalent Experience, preferably demonstrating facility with STEAM studies and applications. B.S. Preferred.

EXPERIENCE: Demonstrated ability to create, repair, or maintain electronic or mechanical systems, such as computer or radio repair, work with circuit boards, electrical wiring, or other related endeavors. Facility with computer hardware and software, knowledge of at least one computer programming language, proven math skills, or other experience demonstrating the applicant's ability to learn new technologies and comprehend reference manuals.

Critical competencies: sound judgment and management skills; excellent oral and written communication skills (English) are a must; a bilingual capability (Spanish or Diné) is a plus; interpersonal communication skills (responding to the public) are important; analytical skills and the ability to learn new material quickly are very important; media operations.

Verifiable past accomplishments (in school, jobs, et. al.)

Important aptitudes:

- 1 – the ability to work well with a diverse group of people on campus, and in the community
- 2 – able to work well under time pressure with limited resources
- 3 – be a self-starter with a fundamentally positive disposition
- 4 – work with a minimum of supervision and stay focused
- 5 – comfortably handle surprises, distractions and interruptions
- 6 – work closely with and accept direction from the Station Manager
- 7 – have a high tolerance for ambiguity and uncertainty
- 8 – have the ability to deal with creative personalities
- 9 – Ability to demonstrate initiative in identifying, finding solutions, and following through on problems

Reviewed by the Gallup Public Radio Board of Directors on March 3, 2020;
Routine review of this document will be due by March 2023 (3 years after above date.)