

CLASSICAL

# KING FM 98.1

**Title:** Music Assistant (Part Time – 20 hours / week)

**Department:** Programming

## Background

Since 1948 when Dorothy Bullitt founded Seattle's iconic classical music station, Classical KING FM 98.1 has been a major player in the arts and cultural communities of the Pacific Northwest. On May 2, 2011, KING FM transitioned to a non-profit, listener-supported station. This transition enables the station to better serve its 300,000 listeners and achieve our mission to *"further the education and involvement of the audience in Classical Music and thereby advance the appreciation and performance of opera, symphonic music and chamber music"*.

## Position Description

The Music Assistant provides assistance to the Music Director in all aspects related to the programming of Classical KING FM. Under the supervision of the Music Director, the successful candidate will assist with the day-to-day music scheduling, library maintenance, create and compile music licensing reports, and reconcile music schedules through station technologies. Additionally, the Music Assistant will respond to listener emails and phone calls asking for information on the music we play. Additional projects will be assigned by the Music Director and the Program Director.

### Brief Description of Responsibilities:

- Assist the Music Director in entering data into the music scheduling software
- Assist in maintaining and organizing the programming library.
- Data Entry for new CDs and KING FM local programming.
- Create reports for submission to music licensing agencies.
- Reconcile programming across the music scheduling software, automation and the website.
- Respond to listener queries about specific KING FM programming.
- Assists with the programming of five channels of music.
- Coordinate the integration of music into the automation systems.
- Special Projects as assigned by Program Director or Music Director

### Qualifications

- Candidate must have an advanced knowledge of classical music.
- Candidate must have familiarity with Word and Excel.
- Candidate must have strong organizational skills
- Must have demonstrated ability to meet and follow timelines and deadlines.
- Candidate must possess strong interpersonal communication skills.
- High level of accuracy and attention to detail.
- College Degree in music or library sciences is preferred.

### **Send resume, references and cover letter to:**

Human Resources, Classical 98.1, 10 Harrison St, Suite 100, Seattle WA 98109

Or:

Email human resources at [sabinak@king.org](mailto:sabinak@king.org)

Date Posted: March 3, 2017

Closing Date: March 17, 2017

**Classical 98.1 is an equal opportunity employer**