

CLASSICAL

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# KING FM 98.1

## Underwriting Coordinator and Traffic Manager

### 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"*.

KING FM's operating model depends on philanthropic support from the community and underwriting from local and national businesses. KING FM is seeking an Underwriting Assistant/Traffic Manager. The duties and responsibilities are described below.

### Position Description

Underwriting Coordinator/Traffic Manager duties include, but are not limited to:

#### Traffic Manager

- Enter contracts into the traffic system
- Schedule approved contracts
- Make format changes for programming
- Prepare production orders / assign copy
- Prepare underwriting traffic logs
- Answer Account Executive inquiries (billing/contracts/copy)
- Print log and transfer to Nexgen
- Post payments to Marketron A/R
- Enter new and update clients into Marketron
- Run reports and update spreadsheets for management weekly
- Place digital ads
- Reconcile daily logs and end of month close
- Monthly invoicing
- Print contracts
- Maintain filing and required records

#### Coordinator

- Provide administrative support to the Underwriting Department
- Maintain underwriting sponsors database in Salesforce
- Assist in developing and drafting support materials
- Assist in researching and preparing reports
- Assist in developing and distributing newsletters and e-blasts to sponsors
- Perform other work as assigned or requested to successfully achieve underwriting goals.

**Qualifications/Requirements:**

- Bachelor's degree and 1-2 years of professional experience.
- Broadcast related experience preferred.
- Experience working with a traffic system or database program. Marketron experience preferred.
- A strong emphasis on attention to detail and excellent organizational skills.
- Use diplomacy and tact when interacting with sponsors and in person, by phone and via email.
- Collaborative, collegial and visionary approach to assignments.
- Excellent written and verbal communication skills.
- Must have strong computer skills with a working knowledge of Microsoft Office products.
- Must have strong analytical and problem solving skills.
- Able to organize, plan ahead, meet deadlines and goals, and manage multiple projects simultaneously.
- Ideal candidate must be positive, responsible, reliable and have the ability to work under tight deadlines

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

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

Or email: [sabinak@king.org](mailto:sabinak@king.org)

Date Posted: 9/6/16

Closing Date: 9/16/16

**Classical 98.1 is an equal opportunity employer**