
KING FM 98.1

Position Posting

Title: Assistant Program Director

Department: Programming

Background

Classical KING FM is the public classical station serving Seattle and the Puget Sound Region. Seattle is undergoing tremendous growth thanks to its long history as a hub of innovation. Amazon, Microsoft, Costco and Starbucks (among others) are headquartered here and Facebook, Google, Salesforce and Apple have a major presence in the area. Classical KING will leverage the tremendous resources in the region to chart a new course for the station and classical radio. We invite you to be part of our team and live in one of the most beautiful areas of the country.

Role

The Assistant Program Director (APD) is a key role primarily functioning as the main organizational coordinator for KING FM's Programming Department. The APD also oversees projects in which the KING FM Programming Department works with external parties or interacts directly with the public. As part of the leadership team within the Programming Department, the APD also has decision-making responsibilities as delegated by the Program Director. Beyond this broad group of duties, there are some internally-oriented duties related to calendars, scheduling, and department operations.

The successful candidate should be able to manage multiple varied projects simultaneously, keeping track of timelines and calendars, pursuing high-quality end products, and continually evaluating results in line with station strategies. As a leader in the Programming Department, the candidate will be able to lead with confidence, but also to work collaboratively with all departments at KING FM.

Job duties include but are not limited to:

- Schedule guests for interview programs
- Manage the workflow of broadcast concert programs
- Book and coordinate guests for our live broadcast featuring local musicians and ensembles
- Liaise with arts partners to support and schedule promos, features and community engagement efforts
- Liaise with technology contractors to support streaming and mobile app operations and updates
- Coordinate editorial calendar and maintain content for king.org
- Develop, curate, and distribute promo materials for live-read and produced promos in coordination with Program Director and department strategy and schedules
- Post regularly to social media in coordination with social strategy
- Participate in fundraising as producer (DoE)
- Coordinate Programming Department activities with Operations Department
- Be proficient in music-to-air process as part of the backup team
- Maintain and coordinate Programming Department calendars and schedule host subs
- Serve as the Programming Department's main point of contact for listeners
- Handling departmental operations
- Other projects as assigned by Program Director

Basic Qualifications:

- Bachelor's degree in either broadcasting, music, or journalism, or equivalent work experience
- Two years of public radio experience or the equivalent
- Working knowledge of classical music
- Familiarity with social media
- Basic skills with Microsoft Office software

Preferred Qualifications:

- Knowledge of classical music that spans all eras, genres, and styles, including contemporary classical
- Familiarity with the Seattle/Northwest classical music ensembles, series, and personalities
- Familiarity with MusicMaster, NexGen, and Adobe Audition software systems
- Experience programming "mainstream" classical music
- On-air announcing experience
- Audio production experience
- Copy-writing experience

We offer compensation and benefits including, medical, vision and dental coverage, Life and LTD, paid vacation, personal and sick time, 401K and an EAP program.

Send resume, references and cover letter to:

Human Resources, Classic Radio Inc, 10 Harrison St, Ste 100, Seattle WA 98109 or email hr@king.org

Date Posted: July 19, 2019

Closing Date: August 2, 2017

Classical KING FM 98.1 is an equal opportunity employer