

CLASSICAL

KING FM 98.1

Position Posting

Title: Administrative Assistant (Programming Coordinator)
Department: Programming

Background

Classical KING FM 98.1 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 FM 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. KING FM has a new strategic framework that calls for diversification of the audience, staff, and board. Our goal is for the demographics of the station to mirror the demographics of the community.

The Programming Coordinator is responsible for working with the Chief Content Officer and the Assistant Program Director in managing tasks directly affecting the day-to-day operation in programming. The successful candidate possesses excellent communication skills internally and externally to help coordinate and set up programs as well as excellent organizational skills. This position may have some crossover to other departments such as development or underwriting when in need of coordinating their plans.

Responsibilities

- Manages programming calendar for Chief Content Officer
- Manages programming staff vacations and coverage.
- Manages staff and programming changes and communicates with staff.
- Writes all programming copy for on-air/website/newsletter.
- Enters and manages all copy into Marketron for programming promos and other mandatory messaging.
- Manages Weekly Promo Packet
- Posts all web graphics for underwriting department
- Responsible for changes as needed on the website along with creative capabilities.
- Schedules all weekly EAS schedules into Marketron and communicates weekly times.
- Works on and oversees special projects as directed by the CEO and CCO such as Young Artist Awards.
- Participate with Fund Drives as needed.

Skills & Experience

- Knowledge of classical music a plus!
- Familiarity with Word, Teams and Excel
- Strong organizational skills and ability to delegate and follow through
- Strong writing skills required.
- High level of accuracy and attention to detail.
- Strong communication skills internally and externally.

Other details

- Salary \$25.48 per hour depending on qualifications and experience
- We offer compensation and benefits including, medical, vision and dental coverage, Life and LTD, paid vacation, personal and sick time and 401K.
- Position open until fulfilled

Classical KING FM is working actively to diversify its programming, its staff, and its board. Our commitment is real, and we understand that it will take a sustained effort over time. We welcome all candidates with a commitment to these goals. Our statement describing our commitment to diversity, access, equity, and inclusion can be found here: <https://www.king.org/about/>

To Apply:

Send resume and cover letter to:

Human Resources, Classical 98.1, 363 Mercer Street, Ste 200, Seattle WA 98109 or email hr@king.org

Last updated 11/10/2021