



PART TIME PROGRAMMING-OPERATIONS ASSISTANT
20 HOURS PER WEEK-COMPENSATION BASED ON EXPERIENCE
WORK HOURS ARE FLEXIBLE AND BASED ON AGREEMENT WITH OPERATIONS MANAGER

POSITION

Assist Operations Manager/Program Director with daily tasks as needed including but not limited to:

- *Learning systems to back up Operations Manager as needed
- *Commercial Production
- *Operating station control boards
- *Dubbing music into automation system
- *Assembling specialty programming in automation system
- *Updating web sites and social media channels
- *On air announcing or voice tracking
- *Updating public service information
- *Participating in station promotional activities

SKILLS/EXPERIENCE REQUIRED

- *Promptness in completing assigned tasks
- *Experience and comfort with computers and using computer software
- *Good sense of timing
- *Ability to problem solve in a fast-paced atmosphere
- *Reliable transportation to and from work or event locations

The Breck Media Group is an Equal Opportunity Employer.