WRVM RADIO

WRVM	WHJL	WYVM	WPVM	WXVM	WMVM
102.7	88.1	90.9	88.5	104.1	90.7
SURING	MERRILL	SHEBOYGAN	STURGEON BAY	WAUSAU	IRON MOUNTAIN

WRVM Radio, a Christian listener supported non-profit ministry, located in Suring, WI, has an opening for the right person who has skills we are looking for and wants to work in an environment that balances teamwork and ministry.

Our ideal candidate will preferably be a problem solver with attention to detail, quick learner, and must be proficient in various software programs. This person will also need to fit our unique culture, and enjoy working with a variety of personalities.

WRVM Radio has been on the air since 1967. We operate six stations plus 25 FM translator stations in Wisconsin and the Upper Peninsula of Michigan. We are located in the vacation destination of Northeast Wisconsin.

To learn more about WRVM Radio, or to download our Employment Application and Statement of Faith, visit https://www.wrvm.org.

If this opportunity appeals to you, send us your resume and application today!

WRVM Radio is an Equal Opportunity Employer.

Overall Responsibilities:

- Be flexible and up-to-date on computer programming changes.
- Generate daily broadcast logs, edit logs after broadcast.
- Record payments on accounts receivable, and enter into traffic and billing system.
- Maintain and record information for sales and billing purposes.
- Provide reports for General Manager as needed.
- On-air announce shifts
- Voice tracking
- Ultimately, you are responsible for checking and scheduling all production materials and content to ensure a seamless broadcast.

Specific Responsibilities:

- Operate and track programming schedules to ensure timely airing of programs and spots.
- Reconcile logs after broadcast to reflect actual air times and resolve discrepancies.
- Work with Underwriting and Programming Departments to set long-term programming schedules, and build special program schedules as needed.
- Schedule daily orders, manipulate slots for better distribution of spots per programming.
- Send completed logs to Wide Orbit Automation.
- Record payments on accounts receivable, and enter into traffic and billing system.
- Prepare monthly affidavits and invoices for programs and underwriting spots.
- Handle client requests such as billing questions, payment information, duplicate bills, reconciling, etc.
- Use computer for various duties, mainly using Natural Log, Wide Orbit, Microsoft Word and Excel.
- Assist other departments as needed.
- Other duties as assigned.

- Ultimately, you are responsible for checking and scheduling all production materials and content to ensure a seamless broadcast.

Essential knowledge and skills

Radio Traffic Managers need the following:

Strong computing skills and ability to learn new software quickly
Excellent admin and organizational skills with particular attention for detail
Knowledge of Microsoft, Outlook, Excel and Word
Strong communications and presentation skills
Be able to react quickly to fast changing situations and be able to cope under pressure
Be able to work to strict and challenging deadlines
Be able to work independently and also as part of a team

Training & qualifications

Most of the tools for the job are specific software for the radio industry and in house training will be provided.

Personality Traits:

- Flexible, Detail oriented and the ability to work in a fast-paced, dead-line oriented environment.

- Extremely organized and the ability to handle a variety of tasks at the same time.

- Able to work with little supervision.

- Team player with a great work ethic

- Excellent attendance