ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Evening Host - Assistant Music Director

DEPARTMENT: WFUV Radio

Anchors the station’s evening music air shift, Monday-Thursday from 6 to 10P on 90.7 FM and wfuv.org. Includes creation of special features and social media content. As AMD, provides assistance to program director and music director in the areas of database management, music submissions, trade reporting, station representation, and other needs.

RESPONSIBILITIES:

- Hosts 6-10P segment of WFUV’s Monday-Thursday programming, working to ensure the highest quality programming and audience service
- As a core member of the content team, plays a leading role in the realization of WFUV’s content strategy
- Plays a leading role as contributor on social media platforms
- Produces and executes special features, as designed with the program director and content team
- Provides regularly scheduled music related material on digital platforms, including written content for New Dig, Essentials, concert reviews, and other features
- As AMD, assists music director with management of WFUV’s music databases, submissions and trade reporting, working to ensure consistent quality
  - Works closely with PD and MD on selecting music
  - Attends weekly content team meetings
  - Leads WFUV’s local music efforts, to discover and spotlight the region’s best new artists
  - Schedules Selector notes for upcoming concert dates and co-pros for current artists
    - Weekly adds update for hosts
    - Update music news (more industry info) for hosts
  - Backup for music log scheduling (perhaps regularly schedule one log per week)
  - Maintain Audiobox system
  - Handle weekly music calls
  - Manage all aspects of physical music library
    - Includes Currents, all incoming mail, product requests/needs (New Dig, etc.)
- Hosts artist interviews, as scheduled
- Hosts FUV Live broadcasts at marquee shows, and other events as scheduled
- Demonstrates a commitment to fundraising, including improved on-air fundraising performance. Supports the station’s fundraising efforts in general, including presence outside regular hours during membership drives, as needed
- Strives to deliver a rich and engaging, listener-focused service which reflects WFUV’s audience and New York City’s unique place as a cultural center, in accord with station mission
- A creative commitment to the implementation of WFUV’s format, including the station’s music standards and philosophy, as determined by the program director, and with fidelity to the music log
- Comprehend and execute formatic elements, including good forward promotion, station identification, music and station positioning, station promotion, time checks, weather, etc., as required
- Adhere to station program log, including execution of all spots as scheduled, and notation of any changes in time when spots are aired
- Good preparation habits, including daily show prep for routine break elements, special days, in-studio interviews, fundraising, and so forth, as needed
A commitment to ongoing improvement, including on air work and interview skills, through regular airchecks and self-review

Upholds station and FCC standards, including obscenity regulations. Reports all violations to the program director immediately in writing, including all details of the incident. Be informed of procedures and adhere to EAS tests and activations, and other expectations, as written in the WFUV Operator Responsibilities Manual and WFUV Operations Manual

Supports program director in general, and at WFUV Marquee performances, cultivation events, High Line Bash, Holiday Cheer benefit, and other events, as needed

Understands WFUV’s audience, and communicates with listeners in a fashion consistent with public radio’s core values

Lives the format. Goes to shows regularly and stays current with the music

Understands and applies station mission, as established by Fordham University and WFUV

Adheres to station rules regarding facility and equipment usage, including the No Food and Drink Policy, and use of online discrepancy and malfunction forms to report on-air and equipment problems

Other responsibilities as needed

QUALIFICATIONS;

- Demonstrated ability to host and produce radio programming. At least 5 years of on-air, music-focused professional radio experience
- Extensive understanding of radio programming, and demonstrated audience building success within “Triple A” music format
- Excellent computer skills, including demonstrated proficiency with Selector music scheduling software and AudioVault radio automation software, including AVScheduler
- Conversant in “Triple A” music scene, including music trends, venues, radio, blogs, etc.
- Understanding of media industry trends and competition; ability to adapt to changing circumstances of 21st Century media environment
- Grasp of WFUV’s audience demographics and lifestyle
- Demonstrated writing ability, including script writing
- Conversant, and extremely active, in social media
- Bachelor’s degree or higher

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

STARTING DATE: April 22, 2019

SEND LETTER & RESUME TO: Submit online via www.wfuv.org/jobs

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