



Assistant Station Manager

Job Title:	Assistant Station Manager	Job Category:	Management
Level/Salary Range:	Determined by experience	Position Type:	Part time position – can evolve to full time in the future
HR Contact:	Kris Shapiro, Station Manager kris@kptz.org / 360-379-6886	Reports To:	Station Manager

Applications Accepted By:

Office drop off:

KPTZ Radio

1925 Blaine Street Suite 300

Port Townsend, WA

–Detached building at the Mt View Commons (you will see our KPTZ call sign on the building)

Mail / Email

KPTZ Radio

Attention: Kris Shapiro

P.O. Box 2091

Port Townsend, WA 98368

kris@kptz.org

Job Description

Job Purpose:

Appointed a leadership role, reporting to the Station Manager, assisting with the day to day operational management of the radio station and coordination of the volunteer work force. Maintain a positive and creative environment. Assist the Station Manager with the short-term and long-term goals and strategies as identified by the Board of Director’s planning process, with a particular emphasis on outreach and the involvement of community in the pursuit of these goals.

Duties of the assistant to the Station Manager may include, but are not limited to:

- Updates job knowledge by participating in educational opportunities pertaining to radio broadcasting
- Develop and maintain archiving files and directories
- Ensure all volunteers follow KPTZ policies, procedures and FCC guidelines
- Assist and understand all operational training
- Ensure programming is planned and produced, consistent with the mission of the station and programming policies
- Coordinate with emergency response agencies to support a reliable, accurate and up-to-date emergency communication system.
- Maintain all records and operations, consistent with FCC Rules and regulations
- Collaborate with the volunteer team to ensure appropriate volunteer staffing levels
- Oversee KPTZ’s interface with community, incoming and outgoing email, phone calls, and speaking engagements.
- Help maintain and utilize all database and social media software
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to the overall growth of KPTZ’s future.



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Skills/Qualifications:

- Project Management – developing, planning, organizing, securing and managing current and future projects.
- Foster Teamwork - positive, creative, cooperative
- Supervision – management, operations
- Staffing – volunteer management and training
- Business Knowledge – Planning and Finance
- Technical Leadership – Familiar with computer systems , files and directories, technical audio recording, editing and storage systems
- Vision - understanding the present and participating in the future
- Flexible hours – Addressing the needs of a volunteer work force

Post Date:

10/10/12

Close Date:

When Filled