



*Production Assistant (Full-time; 40 hours per week)*

## **KUYI 88.1 FM Hopi Radio**

Keams Canyon, AZ

### **Position Summary:**

The Production Assistant is responsible for 1) coordinating production of audio for air 2) ensuring compliance with required Federal Communications Commission and KUYI logs; 3) serves as an on-air DJ as needed, helps coordinate live remote broadcasts, may take the lead in the instruction of Hopi High School Radio Class and supports the daily business operations of the station. Perform other duties as assigned by Station Manager or his/her designee to ensure all aspects of office management necessary to maintain orderly and efficient operations of the station. The Operations Assistant reports directly to the Station Manager or his/her designee.

### **Requirements:**

Must have a High School diploma or GED and at least 2 years of radio broadcasting or related media experience. Must also be comfortable in speaking to public and have general knowledge or interest in working closely with computer technology and equipment. Must be willing to independently seek out solutions to problems and troubleshoot and work in a close team environment.

### **Detailed Description of Job Duties and Responsibilities:**

1) Assist in developing new programs to enhance existing programs that support the needs of the local community:

- Coordinate and schedule daily / weekly news script for noon and evening programs
- Serve as lead staff person to coordinate intake and review of new music for preview, labeling and shelving
- Serve as lead staff person to coordinate maintenance of Audio Vault files
- Assist in monitoring native and mainstream music trends, production technology and the station's competitive environment and making recommendations for program content to the General Manager
- Develop schedule and recommend live and pre-programming initiatives
- Develop schedule and recommend plans for holiday programming
- Coordinate all staff and volunteer programming and production activities
- Ensure production equipment is clean and dust free
- Sanitation: weekly or monthly duties (not to take away from daily responsibilities)

2) Serve on a team of on-call duty staff for the station on weekends or for emergencies:

- Be available for technical failures or response to off-air instance
- Safety & security and resumption of service
- Troubleshoot problems with on air equipment to proper functionality
- Document technical failure and solutions (time, duration, severity)

- 3) Serve as an on-air DJ as needed for in-studio broadcasts, live remote broadcasts:
- Responsible for maintaining compliance with tribal, federal and state regulations
  - Work with KUYI staff to ensure quality sound and production of weekly programming
  - Perform assigned on-air DJ duties and tasks for special programming
  - Responsible for timely documentation of FCC indecency violations
  - Responsible for completing required FCC and KUYI logs (ID's, Tower Lights, EAS, UW, etc.☞) and ensuring compliance with government and licensee regulations and reporting for streaming
  - Reporting to Station Manager on all broadcasting activities
- 4) Serve as liaison to the Hopi High School Radio Class under supervision of Station Manager:
- Assist in the development and recommendation of semester program schedule
  - Assist in the development of KUYI student handbook and other classroom materials
  - Assist in the identifying and audio training of lead students in order to train their classmates
  - Coordinate set-up and execution of weekly remote broadcasting and sports remotes
  - Work with KUYI staff to ensure quality sound and production of weekly program
- 5) Supports the daily business operations of the station:
- Receive, script, and air daily updates of Community Calendar
  - Research, script, and air daily weather reports/updates
  - Receive, script, and air daily updates for Birthday requests
  - Assist with clerical and reception work as needed
  - Assist with supervising and training volunteers
  - Assist with daily mail log and distribution, office inventory and supply, phone and public reception, office / studio maintenance (cleaning and small maintenance needs)
  - Perform clerical duties such as data entry, photocopying, reception and filing
  - Perform other duties as assigned by the Station Manager or his/her designee

## **QUALIFICATIONS**

The ideal candidate will possess strong written and verbal communication skills and have a mixture of experience in the following areas: operation of radio station equipment, working with specialty consultants and engineers, broadcasting regulations, and federal/state/local authorities. Be able to communicate with cultural and community advisors, educate the community and teach/demonstrate to others. S/he will have an interest in furthering The Hopi Foundation's mission through the work of KUYI Hopi Radio while adhering to its mission, vision, and strategic planning with guidance from The Hopi Foundation and the Community Advisory Board members. Candidate must be capable of working independently and maintain open communication with The Hopi Foundation on matters involving the his/her role and resources. Ideally, applicants will have knowledge and/or experience with The Hopi Foundation and its culture and community.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to maintain confidentiality in regards to all aspects of the program.
- Strong program, time, and financial management.
- High level of organization, accountability, reliability and self-motivation required.

- Experience in at least one, and knowledge of all, of the following: local Hopi and Tewa culture and community, nonprofit, and radio operations.
- Demonstrated commitment to radio operations, public relations, community involvement, and cultural sensitivity issues.
- Excellent relationship building skills and an ability to interact with a diverse group of people.
- Must have good communication, written and verbal skills.
- Strong computer skills are necessary to complete tasks and operate production equipment and software.

#### MINIMUM QUALIFICATIONS REQUIRED:

- Two (2) years of experience in radio broadcasting or related media; and
- Associate's or Bachelor's degree; OR
- Any equivalent combination of education, training, skill, and experience which demonstrates the ability to perform the duties of the position.

#### NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Driver's License.
- Must have no misdemeanor convictions within the past 5 years and no felony convictions.
- Background investigation and fingerprinting may be required.
- Use of personally-owned vehicle (POV) may be required to carry out job related tasks.



#### ABOUT THE HOPI FOUNDATION

The Hopi Foundation was founded in 1985 and incorporated under the State of Arizona as a 501 (c) 3 non-profit organization in 1987. Our basic mission is to **Help People Help Themselves**. The Hopi word **Lomasumi'nangwtukwsiwmani** signifies the process of furthering unity of aspiration blossoming into full maturity over time. We believe in attending to the community in which we live and to the skills of our people.

Since its inception, The Hopi Foundation has grown to encompass a variety of community-based programs and initiatives. With its office located on the Hopi reservation The Hopi Foundation serves a wide range of individuals and organizations.

Approved: , Executive Director

Date: 01/18/2012