

Radio Audio Producer
The Station of the Cross Catholic Media Network

Position Description | November 2021

The **Radio Audio Producer** is responsible for radio production activities and broadcasting operations for all radio stations and broadcasts of The Station of the Cross Catholic Media Network. He/she performs all the operational, technical, and creative functions.

The ideal candidate has well-rounded skills. The position requires a creative and self-motivated orientation, strong attention to detail, outstanding oral and written communication skills, excellent interpersonal skills, the ability to accomplish projects and tasks in a professional and timely manner, and a passion for Catholic Radio.

The Station of the Cross is a 501 (c) (3) non-profit organization. The Radio Audio Producer reports to the General Manager and is a full-time position based in Buffalo, N.Y.

QUALIFICATIONS:

- A practicing Catholic with a strong knowledge and appreciation of the Catholic Church's teachings, as well as an interest in advancing the mission of Catholic Radio.
- 3+ years of experience successfully managing a radio production department.
- Bachelor's degree in Communications or Media Arts preferred.
- Proficient with audio production and editing.
- Working knowledge of social media and website.
- A well-rounded understanding of IT.
- Strong computer skills, including proficiency with Microsoft Office and Constant Contact.
- Willingness to work outside normal duties to help meet team goals.
- Ability to communicate effectively through e-mail, telephone, and face-to-face meetings.
- Strong work ethic with ability to reach the desired end-result completely and quickly.
- Demonstrated proficiency in organizing and managing projects and follow-through to obtain desired results; strong attention to detail, accuracy, and quality.
- Optimistic, enthusiastic, energetic, and professional.
- Excellent interpersonal skills with a client service attitude, including ability to establish trust and work collaboratively with members of the network and with volunteers.
- Adaptability to last-minute changes in daily duties.
- Ability to travel; valid drivers' license.
- Vaccination not required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement and execute programming across all markets.
- Resolve technical operations, broadcasting and computer/IT issues.
- Be available 24/7 to receive alerts and work with technical personnel in the affected listening area to identify and rectify problems.
- Produce and engineer lives shows.
- Perform automation scheduling with Wide Orbit and Natural Log.

- Generate and implement ideas to create optimal listening experience.
- Provide support for promotional campaigns for the network's "line up" of programs
- Work with production staff in achieving desired production goals.
- Ensure high level of programming quality, troubleshoot issues and address complaints.
- Create and edit audio clips and prepare for broadcast.
- Record voiceovers for radio spots.
- Schedule various programming and production engineering tasks for the network.
- Select, acquire, and program appropriate music for broadcast.

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EEO Statement:

The Station of the Cross is an Equal Opportunity Employer.

SALARY:

Starting salary is commensurate with skills, knowledge, and experience.

HOW TO APPLY:

Please send a resume **and cover letter** describing your interest, qualifications, and your faith life. **Resumes without a cover letter will not be reviewed.** Please submit via the resume submission form on our website: <https://thestationofthecross.com/about/job-openings>.