



Position Title: Production Associate/Phone Screener

Reports to: Director – Programming & Production

Location: Green Bay, WI

Status: Regular, Part-Time

Schedule: 6:00 AM – 8:00 AM, CT, Monday – Friday

Function Summary: Phone screen, board operation, audio editing, research and show support as needed.

The mission of Relevant Radio® is to assist the Church in the New Evangelization by providing relevant programming through a media platform to help people bridge the gap between faith and everyday life. At Relevant Radio we also encourage our staff to bridge that gap! It is our hope that our associates will identify their potential, develop their talents and respond to the call to follow the Church. To accomplish this, Relevant Radio provides opportunities to our associates that will educate and inspire.

Responsibilities:

- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Adhere to Relevant Radio policies and procedures.
- Work in collaboration with Show producer and/or Host, on live show and pre-recorded show elements.
- Screen listener phone calls.
- Provide board operation as needed.
- Edit various production pieces as assigned.
- Support with planning, research, guest booking, show promotion.
- Provide administrative support to the show team: assemble daily run down, compile show issues and program list, show mailings and listener follow-up.
- Collaborate with show technicians and engineering staff as needed.
- Respond to listener's comments and questions.
- Support on-air pledge drives as directed.
- Perform a variety of other tasks as assigned.

Experience and Skill Requirements:

- Support the teachings of the Catholic Church; practicing Catholic preferred. Will rely on faith knowledge to give show value.
- 1 - 3 years of broadcast media experience preferred.
- Professional and versatile vocal quality, style and delivery.
- Ability to speak, read and write in English.
- Ability to learn Audio editing software programs; work with Adobe Audition/Cool Edit programs.
- Able to work under the pressure of live radio.
- Strong interpersonal, communication skills.
- Strong organizational skills and ability to work with deadlines.
- Ability to keep flexible hours.