

dana communications



## WQRL-FM MORNING SHOW HOST/WQRL-WMCL-WISH PRODUCTION DIRECTOR

Dana Communications Corporation has an immediate opening for a morning show host/production director. This is a full-time position. Position reports to Operations Manager and General Manager. This is a position that may require some weekends. Morning Show Host will be responsible for hosting a live family friendly, format appropriate, local content driven morning show from 6AM-10AM on WQRL-FM. Production Director duties would include downloading and inserting weekly program content, national ads, and local ads into their appropriate place. Production Director would also be involved in getting commercials air ready.

Job duties include (but are not limited to):

- Live morning show Monday – Friday 6AM-10AM on WQRL
- Producing severe weather coverage as needed during shift, and if the occasion calls, on evenings and weekends (on a shift rotation as needed with afternoon show host)
- Produce local content deemed valuable to entire coverage area during morning show
- Program music appropriate for the format, listening audience, and appropriate for a morning show
- Stay aware of local and national stories of importance to aim to be the first station locally to bring the information to the attention of the public
- Engage with listeners through social media posts on Facebook, Twitter, Instagram, and website
- Participate as talent in live broadcasts as scheduled
- Assist with special company events such as the DuQuoin State Fair, Election coverage, etc.
- Ensure copy changes are made with a consistent and urgent manner
- Download and insert national programming and commercial content weekly as directed
- Voice and produce air-ready spots
- Edit, trim, produce air-ready spots voiced by other staff
- Ability to fill in for sports broadcasts is a plus, but not a requirement
- Ability to run the board for remotes or sports broadcasts on an occasional/as needed basis
- Other duties as assigned by Operations Manager and/or General Manager

Job requirements:

- Reliable transportation and driver's license
- Ability to operate a computer, including
  - Audio Editing software (or willingness to learn)
  - Microsoft Office
  - Social Media
  - E-mail

To apply:

Demo (preferably MP3), portfolio of copy, and resume can be mailed to: Chris Hugo, [hugo@mywithersradio.com](mailto:hugo@mywithersradio.com). **No** phone calls, paper resumes, or CD demos please.

Competitive market wages offered for this full-time position. Dana Communications is an equal opportunity employer.