

Withers Broadcasting Companies

dana communications

OPERATION MANAGER – MARION GROUP (WDDD, WTAO, WVZA, WFRX, WHET) JOB DESCRIPTION

Withers Broadcasting and Dana Communications are seeking to hire an Operations Manager for the Marion, Illinois location. The goal of the O.M. would be to report directly to the General Manager and assist in ensuring smooth daily operations from each department within the building, with a focus on the on-air products and on-air staff. Operations Manager would need to be familiar with duties of each full-time and part-time position in the building for the sake of training additional employees, filling in during vacation or unscheduled absence of an employee, and would be required to do at least one live air shift along with the potential to voice track shifts on other stations. O.M. would also be used as a companywide production voice for commercials.

Job duties include (but are not limited to):

- Train with program directors to learn all building formats, programs, and programming and automation software. Work with program directors to ensure they have what they need to keep music libraries up to date, and assist them in building music libraries and making the stations sound their best
- Oversee that imaging is produced, rotated, and updated appropriately
- Sit in on sales and promotions meetings as a voice to help ensure a smooth transition from sales to air staff on all promotions and station events
- Work with program directors on adding or changing programming with GM final approval
- Oversee first interviews for additional full-time air and office support staff when/if needed with GM final approval
- Oversee hiring and scheduling of part-time board operators as needed
- Oversee websites and ensure that new and appropriate content is uploaded correctly and on a timely basis including staff and contact information, company information, local news, music news, air staff content, promotions and other local and format appropriate information as needed
- Train to be able to fill in if needed for all positions including traffic, program director, news, severe weather coverage, production director, board op, etc. as needed
- Hosting the P.M. drive shift live on WDDD-FM
- Voice commercials and voice track as needed

To apply:

MP3 demo of air resume to hugo@mywithersradio.com. **No** phone calls, paper resumes, CD demos please.

Competitive market wages offered for this full-time position. Withers Broadcasting and Dana Communications are equal opportunity employers. Health Insurance is available after 90 days to Withers Broadcasting employees.