



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunity. enriching education.

Radio Station Manager

Position Summary

The Radio Station Manager runs the LCEC low-power FM community radio station, 95.5 WWMV-LP Many Voices One Community radio. The Manager is responsible for the overall development and growth of WWMV-LP based on a vision which seeks to amplify the voices of communities of color and other groups underrepresented in local media, create experiential learning opportunities, and support community and youth empowerment. Directly and with a broad base of volunteers, the manager supports and coordinates all programming (over the airwaves and streaming), ensures FCC compliance, coordinates station communications/public relations, and assists with garnering funding/underwriting for the station.

The ideal candidate will have strong radio, broadcast or music production experience; the ability to build relationships in communities of color and develop radio by and for communities of color; the ability to move multiple streams of work simultaneously; and excellent communication and public relations skills.

Hours/Timeline: 20 hours/week, some weekend and evening hours necessary

Compensation: \$20,578 salary position with vacation/sick time and life & disability insurance

Programming

- Assist community members especially people of color and young people in producing local and original programming.
- Build and maintain partnerships with community organizations especially youth serving organizations as potential radio content producers.
- Oversee the scheduling and transmission of FCC compliant radio content on-air and streaming.
- Incorporate the opinions of volunteers and partners in decisions about radio growth and sustainability. Utilize ad hoc teams to develop programming, events, public relations and partnership building.

Operations

- Enforcement of FCC and station rules and regulations and generation of program logs.
- Procure and maintain all equipment at the station.
- With the LCEC Engagement Manager, coordinate and retain a diverse group of interns and volunteers for on-air and behind the scenes duties.
- Supervise student interns and radio volunteers.
- Oversee production and delivery of materials, trainings, and workshops in conjunction with volunteers and interns on relevant aspects of radio production, working in the studio, and administrative duties.

Marketing

- Promote the station to increase listeners, volunteers and supporters.
- Manage communications plan including public relations and on air promotions and inserts.
- Work with volunteers, interns and LCEC Development team to create and maintain the LCEC Radio website and social media accounts.

- Assist with securing funds for station operations. This includes aspects of underwriting, grant writing, crowdsourcing and membership promotion.

Desired Knowledge & Abilities

- Radio, broadcast or music production experience (producing, announcing, podcasting). Knowledge of radio broadcasting equipment.
- Excellent communication and media writing skills with experience managing social media accounts.
- Experience managing volunteer and interns. Ability to build strong relationships with people from varied backgrounds.
- Knowledge of Audacity, Garage Band, and/or other recording software.

To apply

All candidates for open positions must complete and submit the LCEC's job application.

Download the required application in Word at www.LCECmadison.org (under *About/Job Opportunities*) or pick up an application at 55 S Gammon Rd, Madison WI 53717. Resumes and cover letters are accepted **with** an application, but not in place of one.

Return application materials to the Lussier Community Education Center in-person or by mail at 55 S Gammon Rd, Madison WI 53717, or email them to susan@LCECmadison.org.

Applications received by June 1, 2018 will receive first consideration. Applications will be accepted until the position is filled.

The LCEC is an Equal Opportunity/Affirmative Action Employer.