



**LUSSIER COMMUNITY EDUCATION CENTER**  
*building community. creating opportunities. enriching education*

**RADIO STATION MANAGER**

The Lussier Community Education Center (LCEC) is a grassroots community center with a 43-year history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Jefferson Middle School and Memorial High School, the LCEC has a mission of *building community, creating opportunities, enriching education.*

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:** 25 hours/week, some weekend and evening hours required

**Compensation:** \$30,882 salary position with vacation/sick time and life & disability insurance

**RESPONSIBILITIES**

***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.

***Participate fully in the shared work of the LCEC, community events, staff meetings/trainings, and other duties as assigned***

### **PREFERRED KNOWLEDGE & SKILLS**

- 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**

Download an application or complete the online application at [LCECmadison.org/about/job-opportunities/](https://LCECmadison.org/about/job-opportunities/) or pick it up at the Lussier Community Education Center, 55 S Gammon Rd, Madison. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required before hire. Submit completed application via email to [jobs@LCECmadison.org](mailto:jobs@LCECmadison.org) or by mail.

LCEC is an EOE/AA employer.