

RADIO TRAFFIC AND CONTINUITY COORDINATOR

DESCRIPTION: Under general supervision, coordinates programming operations of Nebraska Public Radio including program recording, program schedule, program quality control and equipment schedule; trains announcing staff on recording equipment; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Performs in-house recording of satellite programs.

Provides engineering, recording and post production services for in-house and field productions.

Coordinates equipment for in-house and field recordings.

Prepares program schedules for technical staff.

Assists in developing promotional materials for new programs.

Maintains library of field recordings and programs.

Organizes and maintains library for promotional materials.

Organizes and maintains library of special effects recordings.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: quality control methods and procedures; broadcast programming, marketing techniques.

Ability to: organize materials, schedules and information; develop promotional materials.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: advanced audio engineering; advanced recording technology, computer record systems.

Ability to: communicate orally and in writing with staff and management.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school education or equivalent plus experience in a radio production or operations position; a Bachelor's degree in broadcasting, engineering or music is desirable.