

Student Job Description

Agency Name: Simply Living
Job Title: Community Radio Production Assistant

Number of Openings: 1 **Hours per Week:** 10-20

Supervisor Name: Ben Redman, Member Services Coordinator
Phone Number: (614) 447-0296 x100
Email Address: ben@simplyliving.org

Job Description:

WCRS-LP 102.1 and 98.3 FM is a broadcast service of Simply Living. The student will assist Simply Living staff and volunteers with production responsibilities both with the station generally and also with specific programs:

- Develop and maintain the station's web-presence, including working on the website (www.wcrsfm.org) to include podcasting capabilities, program notes, current activities and more.
- Improve WCRS' presence and capacity on social media outlets and forums.
- Assist with technical support of computer software and hardware as needed and support studio audio equipment. Training will be provided.
- Assist with production needs related to the weekly hour-long program, *Conscious Voices*, featuring people who have made a conscious choice to live a vision outside of mainstream culture. Tasks can include:
 - Learn production techniques in Sony Soundforge and produce short segments for the show.
 - Book guests for the show and keep an online editorial calendar
 - Create show notes plus short articles about featured guests for the website: www.consciousvoicesradio.org
 - Upload shows for podcasts and pictures of featured guests.
 - Catalogue program descriptions and contacts for the contacts database.
 - Send thank-you and complimentary CDs to program guests.
- Assist with program production of other locally-produced shows as needed.

Desired Qualifications:

- Website development skills and experience
- Willingness to learn new software, specifically audio editing software
- Strong communication skills, both writing and speaking
- Ability to work with volunteers as part of a team, and understand, appreciate, and tolerate the needs and time of volunteers.
- Ability to think independently and problem solve
- Ability to take the initiative.
- Careful attention to detail
- Organizing skills – ability to organize and complete projects