



POSITION ANNOUNCEMENT

Assistant Station Manager

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **WNZR Assistant Station Manager** for its WNZR office on the Mount Vernon main campus. The position reports to the Station Manager and is available immediately. A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

Responsibilities for this position include:

- Overseeing all station operations when the Station Manager is not present
- Coordinating all underwriting for WNZR including (but not limited to) programs, festivals, events, sports, and charter underwriters
- Coordinating the script writing for all WNZR underwriting including the approval process with each individual underwriter
- Coordinating underwriting opportunities for churches and non-profit organizations including WNZR message board announcements, donation-based promotional announcements, and event sponsorship trade agreements
- Obtaining prizes for promotions from donors
- Coordinating all trade agreements made with WNZR including consistent updates to the annual WNZR Trade Report
- Coordinating all gift in kind reports and correspondence
- Maintaining the WNZR Master Contact List including all underwriters and prize donors
- Creating and producing WNZR Local Newscasts that air multiple times each weekday
- Coordinating all daily, weekly, and monthly production for 90.9FM WNZR and wnzs.tv
- Producing all message boards, MVNU Updates and special community outreach production
- Coordinating all special production including (but not limited to) sports, promotions, special shows, new liners/IDs, Lifeline, and routine monthly imaging updates
- Coordinating the overall schedule for the WNZR Production Room
- Coordinating all production elements used for 90.9FM WNZR and academic classes. This would include (but not limited to) elements used for regular station operation, special events, holidays, station promotions and with various classes using equipment located within WNZR's facilities.
- Keeping file maintenance in BSI and Adobe Audition – handling routine backups on all WNZR computers, erasing expired files and maintaining an organized filing system for reusable files and materials

- Creating and maintaining the WNZR Production Music Master List
- Coordinating all aspects of WNZR Interviews for programs and live public affairs issues including (but not limited to) scheduling, hosting and editing various interviews
- Coordinating WNZR's Day Sponsors including communication with donors and production
- Performing a minimum of (but not limited to) 6 hours of on-air duties each week
- Making public appearances as part of the WNZR On Air Staff (dates and times vary throughout the year)
- Assisting in the management of the WNZR facility including accounting, maintaining station equipment, organization of work areas, and responding to mail and email
- Attending various meetings and serving on community committees as a representative of WNZR
- Performing other duties as assigned by the Station Manager

Expectations for the successful candidate:

- Evangelical Christian confession of faith and experience required
- Able to adjust working hours based on station activities on campus and in the community
- Able to work holidays, school breaks, and special weekend events (when needed)
- Computer proficiency with Windows 10, Microsoft Office, Google Docs, and common Social Media sites
- High school diploma required; Bachelor's degree preferred
- Experience with Adobe Audition, Photoshop, Illustrator, and In Design (preferred but not required)
- On-air broadcast experience (preferred but not required)
- Working knowledge of radio station operations including audio and video production (preferred but not required)
- Ability to lift 25 lbs

To be considered for this position, please email a resume to mvnu.recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.