

JOB DESCRIPTION

KNOM Announcer

This part-time position involves direct over-the air work of various kinds, and may be combined with other part-time positions. Supervisor is the KNOM Program Director. Immediate supervisor is Program Director (or other individual, as specified).

Job Qualifications:

- High school diploma or GED; Bachelor's preferred
- Minimum reading level equivalent to 1st year college student
- Minimum writing skills equivalent to 1st year college student
- Ability to learn to operate studio broadcasting equipment
- Ability to clearly speak and read aloud
- Ability to work and get along well with others

Duties and responsibilities: (The announcer shall)

- Deejay as scheduled
- During deejay shifts, serve as the legal Operator on Duty for FCC purposes, and be responsible for recording transmitter readings in the station Operating Log, and all other responsibilities of the Operator on Duty.
- Be responsible for completing assigned duties on schedule
- Record and/or edit news stories, news features, interviews, Fish Reports, and other material which may arrive via telephone.
- Record various network programming and inspirational programming for rebroadcast.
- Write, produce and read hourly newscasts and perform news reporting as assigned by the News Director.
- Courteously answer the telephone and clearly write down Hotline messages, flight advisories and announcements
- Rip and organize, and correctly route AP wire copy and fax transmissions.
- While on duty, remain inside the studio building.
- Attend and participate in all general staff meetings.
- Complete other duties as assigned.

Typically, a KNOM announcer is assigned an additional area of responsibility. Typical positions include:

- **Music Director:** responsible for reviewing and scheduling all KNOM music.
- **News Reporter:** covering meetings and news events, writing and producing news stories and newscasts.
- **Specialty Program Director:** recording Native music, organizing KNOM archives.
- **Features Director:** producing daily interview and weekly call-in programs.