

KMXT Station Assistant

Position Type: Temporary summer position

Schedule: 30 hours per week

Compensation: \$20/hour

Start Date: Immediately

Location: KMXT 100.1 FM, 620 Egan Way, Kodiak, Alaska

KMXT is seeking a temporary Station Assistant to support day-to-day station operations, assist with summer events, and help the station prepare for its 50th anniversary activities. This is a good opportunity for someone interested in public radio, community media, arts, nonprofit work, or local events.

The position includes front desk and reception duties, light office management, basic on-air support, and assistance with special projects including KMXT's 50th anniversary events and mural installation project.

Primary Responsibilities

The Summer Station Assistant/Intern will help with:

Front Desk and Reception

- Greet visitors and assist members of the public
- Answer phones and route messages appropriately
- Help maintain a welcoming, organized front office environment
- Provide basic information about KMXT programming, events, and membership

Office and Administrative Support

- Assist with ordering and tracking office supplies
- Help maintain shared office spaces and basic station organization
- Support staff with copying, filing, mailings, data entry, and other administrative tasks
- Assist with simple scheduling, event preparation, and internal communication

On-Air and Programming Support

- Host or assist with a music program, depending on experience and comfort level
- Read prepared news, weather, public service announcements, or underwriting copy
- Help prepare basic on-air materials
- Learn and follow KMXT's broadcast standards and FCC/public media expectations

Events, Arts, and 50th Anniversary Support

- Assist with KMXT's 50th anniversary events and community activities
- Support planning and logistics for the station's mural installation project
- Communicate with artists, volunteers, vendors, and community partners as needed
- Help with setup, cleanup, documentation, and promotion of events
- Bring an interest in art, design, public art, or community-based creative projects

Preferred Qualifications

A strong candidate will have:

- Good communication and customer service skills
- Reliability, punctuality, and the ability to follow through on assigned tasks
- Comfort speaking with the public in person, by phone, and potentially on air
- Interest in public radio, local media, music, journalism, nonprofit work, or community events
- Some experience or interest in art, design, murals, public art, or creative projects
- Basic computer skills, including email, word processing, and simple data entry
- Ability to work independently while also taking direction from staff
- A positive, flexible attitude in a small, busy community radio station environment

Previous radio experience is helpful but not required. Training will be provided for on-air and station-specific duties.

Physical and Scheduling Requirements

This position may occasionally involve helping set up for events, moving light supplies, assisting with displays or materials, and working in both office and event settings. Some evening or weekend hours may be requested for special events, with advance notice when possible.

How to Apply

To apply, please submit a brief letter of interest and resume to Jared Griffin, General Manager (gm@kmxt.org). Applications will be reviewed as received, and the position will remain open until filled.

KMXT is an equal opportunity employer and encourages applications from candidates with a wide range of backgrounds, experiences, and interests.