



NEWARK PUBLIC RADIO, INC.

Job Posting

Job Title:	Broadcast Operations Manager	Job Category:	Competitive
Location:	WBGO JAZZ RADIO	Position Type:	Full-Time
Level/Salary Range:	\$60,000-\$70,000	Posting Period:	9/23/2022 – 9/30/2022
HR Contact:	Jerrell Antley	Contact Email:	Jantley@wbgo.org
JOB DESCRIPTION			

WBGO-88.3FM/Newark Public Radio

WBGO is a global leader of music and spoken word broadcasting. We endeavor to inspire, educate and entertain by creating and distributing a variety of curated audio and video content of the highest quality, connecting our followers around the world to the legacy and vibrancy of American culture, via jazz, rhythm and blues and community-based, independent news and spoken word programming.

WBGO reaches upwards of 300,000 radio listeners in the New York/New Jersey metro area via 88.3FM. Our website – WBGO.org - and various social media platforms- reach hundreds of thousands more worldwide, via our digital content catalog, including our nationally syndicated program Jazz Night in America and various podcasts produced by WBGO Studios. Since 1979, WBGO has been an anchor institution for community engagement through our partnerships, concerts, academic and philanthropic initiatives from our base of operations in Newark, New Jersey.

Job Summary

Reporting directly to the Chief Content Officer, the Broadcast Operations Manager oversees the day-to-day operation of WBGO (on air), to include the management of the Host/Announcer staff. The incumbent manages and administers a range of operational and administrative activities in direct support of the delivery of 24-hour radio programming by the station. S/he participates in the development and administration of strategic and operating plans, evaluates programs for compliance with the overall mission of the station and assesses the performance of the hosts.

Essential Responsibilities and Duties

- Oversees and coordinates the continuous, multifaceted daily operation of the radio station, ensuring compliance with broadcast standards and relevant federal and state laws and regulations.
- Maintains accurate schedules, records, discrepancy reports, and follow-through communications, and ensuring that all on-air broadcast programming complies with FCC rules and regulations.
- Participates in the establishment, organization, and implementation of short- and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness and effects changes required for improvement.
- Directs and administers the provision of day-to-day operational support to the various sub-units of the station, including the non-engineering portions of the station's physical plant, space allocation and utilization, broadcast supplies and inventory, and station safety and security.
- Assigns/allocates work, managing those who are engaged in the continuous operation of the station
- Trains, schedules, resolves issues and manages the performance of the on-air hosts
- Coordinates departmental workshops, special projects, and events; may serve on unit committees and task forces.
- Develops and implements systems to maintain records on station operations, equipment and compliance activities; prepares regular and ad-hoc reports.

- Offers advice and assistance to senior station management in the planning, implementation, and evaluation of modification to existing operations, systems, and procedures.
- Researches and makes recommendations to management pertaining to acquisition of operating equipment; participates in the development and management of annual operating budgets.
- Provide services as an on-air host and other related duties as assigned

Qualifications and Skills

- Records maintenance capabilities
- Knowledge of public radio principles, procedures, operations, and standards.
- Knowledge and understanding of radio communications facilities and distribution systems.
- Skilled in organizing resources and establishing priorities
- Knowledge of public radio organizational structures, workflows, systems, and operating procedures.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of FCC and other federal, state and local broadcasting regulations
- Knowledge of on-air and remote broadcasting processes and procedures.
- Ability to coordinate and support the execution of continuous broadcast schedules on a 24x7 basis.
- Knowledge of current and developing trends in radio.
- Skill in operating radio equipment.
- Skills in examining and developing station operations and procedures, formulating policy, and implementing organizational strategies and procedures.

Education and Experience

- Bachelor's degree in related field
- A minimum of 5 – 7+ years of broadcast content experience in the public media/radio line of business
- Evidence of continuing education in the broader field through seminars, workshops or other professional education

Commitment to Diversity, Equity & Inclusion

WBGO welcomes all ethnicities, races, gender identifications, ages, sexual orientations, ableness, languages, nationalities, and religions. This multiplicity supports our effort to create a healthy and thriving workplace where we all contribute to an invaluable and indelible service for our constituency. Embodying the spirit of diversity, equity and inclusion is a core value for WBGO, as a champion of music discovery, independent, fact-based news reporting, intelligent discourse, the African American experience, and as a steadfast advocate for the communities in which we live and work.

At WBGO, our goal is to provide and maintain a work environment that fosters diversity, inclusion, mutual respect, professionalism and cooperation. Newark Public Radio is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, age, disability or handicap, sex, gender identity, marital status, sexual orientation or any other characteristic protected by applicable federal, state or local laws.