

Diocesan Telecommunications Corporation

JOB TITLE: Weekend Radio Operator / Editor – Part Time

DEPARTMENT: KLUX Radio / Dept 701

REPORTS TO: Director of Broadcast Operations

DATE: March 18, 2010

JOB SUMMARY:

The Weekend Radio Operator is a Permanent / Part Time position consisting of 16 hours over Saturday and Sunday. The employee will be responsible for monitoring the operation of the KLUX FM broadcast facility and the operation of video / audio equipment.

JOB DUTIES OR RESPONSIBILITIES:

1. Prepares and edits videotapes.
2. Monitors and properly operates FM Broadcast Systems.
3. Operates Digital audio equipment to broadcast live program feeds.
4. Prepares prerecorded and on-air announcements and programs for Broadcast.
5. Maintains trouble logs, and station logs per FCC Rules.
6. Immediately reports discrepancies to management.
7. Performs other duties as assigned by Supervisor.

JOB REQUIREMENTS:

EDUCATION:

- High school Diploma Required. College level courses, especially courses related to broadcasting are a plus.

EXPERIENCE:

- Some broadcasting or production experience desired.

REQUIRED KNOWLEDGE AND SKILLS:

- Must be computer literate in the operation of Windows 98 or newer.
- Ability to speak English clearly and distinctly.

OTHER REQUIREMENTS:

- Applicant must submit to Criminal Background Investigation
- Applicant must submit to Drug Screening
- Applicant must provide a minimum four references

CONTACTS:

- Internal: Departmental
- External: Diocese of Corpus Christi and its Parishes, broadcast community and general public, military and technical schools, Texas Workforce Centers, area colleges and universities, LULAC, Hispanic Chamber of Commerce.

WORKING CONDITIONS:

- Professional audio/video broadcast environment
- Generally unsupervised setting.
- Non-smoking environment,