PROGRAMMING TECHNICIAN/IT MANAGER POSITION
Part Time Permanent

JOB DESCRIPTION

The Programming Technician/IT Manager is someone who is proficient with computers and willing to learn radio automation software. The main responsibility for this tech-savvy individual will be to operate and troubleshoot our automation software, as well as be responsible for inserting local programming into the national programming from Relevant Radio. Training and support are available. Hours will vary, but estimated at approximately 1-2 hours per week after training. Programming Technician is not engineering and does not require radio experience. All duties in this job description should be considered a learning experience for the willing person who wants to assist in this Apostolate, but may not already have these skills mastered.

KOFK is the local FM affiliate station for Relevant Radio in Wisconsin. KOFK re-broadcasts Relevant Radio's programming from High Flats Road and the 4-Corners studio in Bozeman. There is no office at this location. Almost all responsibilities of the Programming Technician/IT Manager are done remotely from his or her home office. The person in this position will be able to work independently, with assistance as needed from Board Members and software consultants who will assist in the programming as needed. He/she will report to the KOFK Board of Directors and be required to attend Board Meetings in Bozeman approximately once per month.

Hourly wage may be up to $25/hour, DOE.

Programming Technician duties:
- Maintain the operation of the automated software to ensure programs and local content are broadcasting correctly. Learn how to troubleshoot and resolve issues when possible.
- Insert local recording spots into the software program grid.
- Seek out sources for short spots that can be inserted into programming as needed to fill breaks provided by Relevant Radio.
- Communicate when needed with Relevant Radio, other Catholic stations or online resources for programming, the software consultants and station engineer as needed.
- All Board Members and employees assist the Board as needed to reach out in attempts to grow sponsorships in order to keep the station on the air.

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P.O. Box 6754
Bozeman, MT 59715
info@Kofkradio.org
www.Kofkradio.org

IT Management duties:
- Assist with the website by providing ways to use Paypal or other donation tabs.
- Provide the website with the access to "listen on line".
- Manage the KOFK email account, setting up new emails and assist with email settings.
- Advise Board Members on subjects pertaining to technology and needed equipment.

Requires knowledge of:
- General ease and comfort level with computers and software for radio broadcasting, or the ability to learn
- Credit card software (Square, PayPal) or ability to learn
- Email software (Gmail, Mail Chimp etc.) or ability to learn

Compensation:
The PT/IT Manager will need to keep track of hours worked on station business and submit those hours by invoice to the Operations Manager for payment. Compensation will be paid monthly upon Board approval of hours invoiced. Compensation will depend on level of knowledge and experience, up to $25 per hour.

To Apply:
Please email any questions, as well as the job application to Connie Kantner, Board President, at: connie.kantner@kofkradio.org. Please feel free to apply if you have some of the skills but not all. Training will be provided. Radio experience is not required. The job is open until filled.

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