

Music and Production Assistant

Reports to: Music and Production Director

Hours: 20 hours a week

Pay: \$21 an hour

Position Summary

Assist in production duties including: promotional and underwriting spot recording, kiosk recording, show host prerecording and other on-air production duties. This job will also assist in major functions of the department, including: coordinating and training music volunteers; physical library maintenance; and studio engineering needs.

Major Duties

Production

Production of on-air promotional announcements which includes: writing scripts, scheduling voiceover recordings, editing and mixing and creating final products for broadcast; assisting on air talent with show prerecording and remote recording.

Production & Broadcast Operations

Assist the Music and Production Director in producing live music production, live remote broadcasts, and other broadcast endeavors.

Music Coordination & Library Management

Support Music and Production Director in maintenance of the CD, LP and digital libraries as well as helping with the distribution of new music to music volunteers.

Engineering & Technical Support

Assist the Music and Production Director with troubleshooting and maintenance of WORT's broadcast facilities, as well as general engineering and infrastructure support.

Music Journalism

Creation of web posts/social media posts promoting upcoming events sponsored by WORT.

Required Qualifications:

Demonstrated proficiency with on-air production assistance
Proficiency using Adobe Audition or other Digital Audio Workstations.
Good communication and grammar skills.
Ability to troubleshoot technical issues.
Confidence in working with diverse groups of people.

Preferred Qualifications:

Familiarity with WORT and its mission and principles.
Experience working in non profit or collective organizations
Experience working in live sound

Contact Aaron Scholz at aaron@wortfm.org or 608-321-9596 for information about the position or how to apply.