



Job Announcement

KVRU 105.7 FM Program/Production Coordinator

Background

In September 2017, SouthEast Effective Development (SEED) launched KVRU 105.7 FM, a low power, non-commercial radio station. KVRU 105.7 FM will amplify the diverse voices of Southeast Seattle by airing programs created and produced by the community. We offer a unique opportunity for a part-time Program/Production Coordinator.

Position

This position will work with the Program Committee and Station Manager to facilitate broadcasting grassroots voices from SE Seattle. This position will help implement KVRU's mission, vision and values as expressed by the community, and be responsible for maintaining Program Agreements with programmers, keeping in contact with current and prospective programmers, and training a team of board operators. Duties include but may not be limited to: inputting daily local programming; scheduling locally produced PSAs, interviews, program segments; and maintaining comprehensive database of programmers, board operators, audio engineers and other production people. The Program/Production Coordinator will share ongoing community outreach with the Station Manager.

Qualifications Required

We seek a creative Program/Production Coordinator who is positive and energetic about the opportunity to work at a community radio station in Southeast Seattle. Ideal candidates will have at least three years of experience in community radio; experience working in a community that includes diverse populations; and knowledge of basic radio production, Adobe Audition editing software, field production. Qualified candidates will be able to work in a collegial manner with diverse volunteers of all ages and backgrounds, be a flexible self-starter, able to adjust to ongoing changes, and have a sense of humor.

Job Details

KVRU 105.7 FM is a program of SEEDArts. The Program/Production Coordinator will work closely with the Station Manager and the Radio Leadership Council. This half time position will pay up to \$20/hour. The position has the potential to grow into a full time position with benefits as the station grows and increases its listener support.

To Apply

Send a cover letter and resume to KVRU Station Manager via mail (KVRU, 3642 33rd Ave S, Suite C-5, Seattle, WA 98118) or email (info@kvrु.org). Please put Program/Production Coordinator in the subject line. Application deadline is December 1, 2017. No calls please. SEED is an equal opportunity employer and encourages people from all gender, religion, ethnic backgrounds and people with disabilities to apply.