

# AANIHH NAKODA COLLEGE POSITION DESCRIPTION

JOB TITLE: Radio Programmer  
DEPARTMENT: Auxiliary - KGVA Radio Station

PERFORMANCE DESCRIPTION: To provide the best quality student and community service. The position is full-time, 12-month. The radio programmer determines what goes on the air, when it airs, and how the station's programming will be structured, with the supervisor's support. The radio programmer may allocate resources and determine the schedules for hosts, radio personalities, and other staff. This position is supervised by the KGVA Radio Station Manager.

PERFORMANCE OBJECTIVES: In accordance with the Aaniiih Nakoda College Mission Statement and College Core Themes and Goals, the KGVA Program Director shall:

- To provide quality programming with the financial and equipment resources available.
- To address programming conversion and updating broadcast functions following the KGVA Transitional Policies.
- To develop and implement programming, i.e., health, education, cultural enhancement, college, and community events, but not limited to these.
- Collaborate with the KGVA Station Manager and Board of Directors on programming.
- To manage the FCC website online program/issues report file (ten local programming issues quarterly).
- To manage automated programs and equipment.
- To manage production programs and equipment.
- To manage all production studio activity.
- To manage grant-funded programming projects and activities.
- To collaborate and assist the Station Manager with fund-raising (underwriting) efforts.
- Must be willing to support and assist the Station Manager to provide orientation and hands-on training of new Radio Station staff and volunteers. Collaborate with the Station Manager and staff with and on remote broadcasts.
- Collaborate with Station Manager to develop and implement station goals and objectives and be an active member of the KGVA Transition Team.
- Support and maximize individual staff skill sets; build open working rapport with radio station staff and volunteers.
- Plan, conduct, and record live interviews.
- Plan, implement, and evaluate activities for KGVA with the Station Manager for events and activities that will enhance the KGVA profile.
- Be willing to respond to a 24-hour standby to keep KGVA on air.
- Must be willing to learn the mechanics of KGVA to troubleshoot equipment maintenance.
- To be assigned "acting" capacity in the absence of the Station Manager for continued day-to-day operations.
- Must be a part of the radio announcer rotation.

## QUALIFICATIONS:

- Required: Associate degree in communications, journalism, broadcasting, or related field.
- Preferred: Bachelor's degree in communications or journalism, broadcasting, or related field.
- Must be familiar with and follow the Federal Communications Commission (FCC) rules and regulations, including the conversion of analog to digital programming functions.
- Must be familiar with and follow the KGVA Radio Station Policies and Procedures.
- Must be familiar with and follow the Aaniiih Nakoda College Personnel Policies and Procedures.
- Excellent time management skills.
- Excellent writing and communication skills.
- Excellent managerial and organizational skills.
- Must be able to work independently.
- Must possess good mechanical skills for the maintenance of radio equipment.
- Must possess good interviewing skills.
- Must possess experience as a team player.

## AANIHH NAKODA COLLEGE POSITION DESCRIPTION

- Must have knowledge of indigenous tribes and possess cultural sensitivity to people of color.

**Salary:** Salary is based on education, experience, and qualifications.

**To apply:** Complete and submit the ANC Employment Application and three current letters of recommendation. Please provide letters of recommendation that align with the job you are applying for. Please send the application to Aaniih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information, call 406-353-2607 x 3901 or [mbrockie@ancollege.edu](mailto:mbrockie@ancollege.edu). Visit our website: [www.ancollege.edu/careers](http://www.ancollege.edu/careers) to download the ANC Employment Application and the job description. ***Open until filled.*** Incomplete applications will not be accepted.

*Aaniih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.*