

JOB DESCRIPTION –
ASSISTANT PROGRAM DIRECTOR/
ON-AIR PERSONALITY

- I. Programming
 - A. Help provide training and direction to on-air staff
 - B. Oversee Morning Show as producer
 - 1. Help team schedule daily clocks
 - 2. Incorporate humor elements, listener interaction, human interest stories, etc. to make a fun, fast-paced morning show
 - 3. Meet weekly with team to brainstorm for ideas
 - C. Oversee Afternoon Show as producer
 - 1. Coordinate creative elements, interviews, listener interaction, and news items to create an engaging afternoon show
 - 2. Help team schedule daily clocks
 - 3. Meet weekly with team to brainstorm for ideas
 - D. Coordinate remotes and on-air personalities' public appearances
 - E. Work with Program Director, Music Director, Production Director, Imaging Director, Promotion Director, News Director, Webmaster, and Creative Producer to assist in overall flow of radio programming
 - F. Assist in evaluating and selecting programming elements to enhance FLN ministry
 - 1. Ministry Features
 - 2. Full Length Programs
 - 3. News Features
 - G. Assist in developing and overseeing elements that enhance FLN's sound
 - 1. Jingle Packages
 - 2. Liners
 - 3. Voice Talent
 - 4. Music Production Libraries

II. On-Air

- A. Be a regular part of the on-air team
- B. Be available to fill shifts when necessary
- C. Work with part-time help

III. Internet

- A. Help to develop regular content for FLN website
 - 1. Write blogs
 - 2. Keep programming elements fresh
 - 3. Help to oversee social networking
 - 4. Work with Creative Producer and Webmaster to develop podcasts, listener testimonies, and other means of connectivity

IV. Miscellaneous

- A. Be directly responsible to FLN General Manager & Operations Manager/Program Director
- B. Participate with Management Team to develop ministry policy
- C. Be part of the creative outreach of the ministry through developing aspects of the FLN website and with associate departments
- D. Be a regular participant in public activities such as concerts, FLN sponsored events, and community events.