

## WMHT Educational Telecommunications

Title:	WEXT Music Host & Producer
Reports To:	VP, Radio
Apply To:	Email: <a href="mailto:ybelden@wmht.org">ybelden@wmht.org</a> Or mail to WMHT, Valerie Belden, 4 Global View, Troy, NY 12180 Please include a cover letter, resume and demo reel.
Broad Function:	Host daily radio shift on WEXT, assist in the creation and delivery of quality radio programming, foster conversations and engagement through social media, in person events and on air.
Responsibilities:	<ul style="list-style-type: none"> <li>▪ Host daily radio shift on WEXT.</li> <li>▪ Assist with on-air, online or in person hosting duties of assigned programming across multiple media platforms (radio, tv, web, podcasts, community events) with a style that is credible, conversational and polished.</li> <li>▪ Maintain existing relationships and develop new relationships with artists and presenters and assist with scheduling in-studio appearances.</li> <li>▪ Support the planning and implementation of fundraising campaigns and Station Partnerships and Co-Sponsorships.</li> <li>▪ Coordinate promotional content, including fundraising messaging, promotional spots, station IDs, and other information.</li> <li>▪ Support in scheduling and logging of all continuity for WMHT-FM/WEXT-FM/RISE and other radio services as needed, including but not limited to underwriting and promotional announcements.</li> <li>▪ Ensure WMHT/WEXT adhere to FCC broadcasting regulations.</li> <li>▪ Generate and Report music to AMA, Nielsen and FMQB</li> <li>▪ Perform other duties as assigned.</li> </ul>
Requirements:	<ul style="list-style-type: none"> <li>▪ Minimum of 1 year experience on-air as music host</li> <li>▪ Experience in public media a plus</li> <li>▪ Familiarity with Triple A programming</li> <li>▪ Good communications skills</li> <li>▪ Computer skills – MS Word, MS Excel, familiarity with database management and audio production software (Adobe Audition)</li> <li>▪ Detail oriented</li> <li>▪ Highly organized</li> <li>▪ Familiarity with Classical Music programming a plus</li> <li>▪ Minimum of Associate’s degree or equivalent work experience in TV or radio</li> </ul>
Available:	Immediate
Salary:	The yearly salary for this position is \$40,000 - \$46,000
Hours:	This is a Full-Time, Non-Exempt Position. 8:30 AM to 5:00 PM Monday through Friday, flexibility in schedule required
Job Location:	WMHT Broadcast Center 4 Global View Troy, NY 12180
Closing Date:	Applications will be accepted until the position is filled.
<p>WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.</p>	