

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
M 907.550.8400
F 907.550.8401



Title: FM Operations Manager
Reports to: Chief Content Officer
FSLA Status: Exempt
Version: 2.0

The **FM Operations Manager** is responsible for the systems within FM that ensures efficient delivery of content for Alaska Public Media (AKPM) that serves the Alaska community, builds audience, and encourages audience engagement while enhancing AKPM revenue initiatives. The Manager leads a talented team of producers, hosts, and operators; collaborates with engineering, development, and news departments; promotes national, regional, and local public media content; and engages with and grow community partners. Additionally, the FM Operations Manager is integral to FM's signature on-air and streaming sound, the stability of FM operations, and AKPM's Emergency Response Team.

Alaska Public Media (AKPM) is a broad-based public media organization that delivers television, radio, and web content. AKPM is the source for NPR radio and PBS television for Southcentral Alaska and stewards the public media statewide news collaboration.

Essential Functions:

- Supervise the Audio Media Content Producer, FM Technical Operator, contract operators, and content interns.
- Serve as AKPM contact to contract and volunteer hosts for KSKA music.
- Manage FM traffic and operations to maintain the KSKA-FM program schedule assuring that all programs are properly placed, timed, and available for broadcast and streaming. In cooperation with the Engineering Department, ensure that all other programming streams (broadcast, online and satellite) are properly received, oriented, and delivered. Perform periodic reviews of traffic and automation systems for quality assurance.
- Manage national and local program subscriptions and downloads via Content Depot, PRX, FTP, and web delivery.
- In collaboration with the Chief Content Officer, implement program changes, substitutions, and adjustments as necessary in automation (ENCO) and traffic (WideOrbit).
- Manage workflow of traffic system (complete daily logs) to radio automation system (complete playlists) so broadcast is automated and unmanned.
 - Ensure the preparation of daily, detailed program logs, record schedules and discrepancy reports for KSKA and SIP.
 - Build and update ENCO FM clocks and daily playlists.
 - Confirm all sponsorship spots broadcast on KSKA when contracted.
- Oversee the management and maintenance of the program library including:
 - track program rights and clearances
 - properly mark and ingest programming materials
 - delete obsolete materials

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- Manage weekly program promos for KSKA (i.e. national, local, station messaging, etc.).
- Maintain instructional and procedural documents for FM operational systems.
- Maintain weekly on-air Board Operator schedule.
- Manage the distribution of breaking news, local and national, which includes working closely with the Alaska Morning News Reporter to coordinate early morning operations when necessary.
- Provide host segments for All Things Considered during the week.
- Voice approved AKPM announcements (i.e. NPAs, underwrites, promos, etc.).
- Provide FM schedule, highlights, and other information necessary to produce the monthly program guide in print and online.
- Field and respond to listener email and phone inquiries.
- A member of the “on-call” list to respond to off-hours problems and outages.

Duties and Responsibilities:

- In conjunction with the Development Department, produce/edits content for FM (i.e. membership drives, End of the Year Asks, Pick, Click, Give, etc.).
- Ensure maintenance and back-up of all FM programming and promotion-related databases and files.
- In collaboration with the Chief Content Officer, ensure that KSKA programming complies with FCC (Federal Communication Commission) rules and regulations, NPR guidelines and station policies and procedures.
- Fill in as board operator, as needed.
- Other duties as assigned.

Required Qualifications:

- Associate Degree in Broadcasting or a related discipline.
- Commitment to mission, vision, and values of Alaska Public Media.
- Experience with advanced computer database applications.
- Two years systems management experience.
- Five years broadcast board operations experience with skills and knowledge of digital audio processing.
- Ability to work unsupervised, set priorities and meet deadlines.
- Positive oral and written communications skills.
- Proficient computer skill and knowledge of the latest operation systems (such as Enco and Wheatnet), audio software applications (such as Adobe Audition), internet applications, and FTP.
- Broad understanding of production across media platforms.

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Desired Qualifications:

- Advanced degree in broadcasting or communications.
- Experience with WideOrbit (or other) programming and traffic software and associated automation database in a public broadcast station.
- At least two years of supervisory experience in a radio digital programming environment.
- Prior NPR/public radio production, audio recording, editing, and live on-air hosting experience.

Allowable Substitutions

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
- Communicate effectively.
- Apply critical thinking and problem-solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet, and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgment for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

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Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.