

## **The Q 99-7**

### **Assistant Production Director**

**Classification:** Part-Time, Exempt (Weekdays, occasional weeknight and/or weekend)  
**Location:** Springfield, MA  
**Reports to:** Station Manager

#### **Overview:**

The Q 99-7 has a mission to bring the hope of Jesus to the Greater Springfield area through community events, the radio and the app. The Q is looking for a part-time Assistant Production Director. The position will assist the Station Manager with production needs along with producing some of the on-air shows.

#### **Faith-Based Expectations:**

- Uphold and live out The Q 99-7's mission, and vision for reaching the Pioneer Valley
- Provide servant leadership as patterned by Christ. Compassionate, speaking the truth in love, soliciting feedback, spiritual maturity, fostering an atmosphere for The Q 99-7 team to flourish.
- Minister, pray and share the gospel with listeners and donors.
- Be actively involved in a local church.

#### **APD Responsibilities:**

- Assist Station Manager with uploading production to the on-air computer
- Produce DJ shows
- Produce and edit production spots, as needed.
- Help assist the station manager with various daily/weekly production duties/projects.
- Research and assist Station Manager in launching creative ideas for community outreach.
- Creative verbal and writing skills.  
Help with copywriting, as needed

#### **Public Appearances**

- Represents the station at events in a professional manner (occasional nights and weekends required) This includes:
  - Participation in station events.
  - Representation at charity events, community events, etc.
  - Assist station manager with on-air promotions for community/station events

#### **Qualifications:**

- Proficient in running a broadcast board, a plus
- Strong verbal and writing skills, interpersonal people skills. Must be teachable and flexible
- Experience using editing software such as Adobe Audition.
- Experience with NEXGEN, a plus.
- Experience writing copy, a plus.
- Proficient computer knowledge using Microsoft office, Gmail & Google Docs.
- Organized, self-motivated and dedicated to excellence
- Ability to interact with others.
- Passion for the mission, and for reaching people in the Pioneer Valley

**Experience and Education:**

- Bachelor's Degree preferred.

**Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**Application & Resumes:**

- The following must be included to be considered:
  - Cover Letter & Resume
  - Production sample preferred, but not a must

