Peace Community Media

OPEN POSITIONS: PCM RADIO

ADMINISTRATION

Station Manager: Responsible for overall operations of all areas of the station, including FCC compliance and community outreach.

Office Manager: Accounting: Charged with managing day-to-day operations with relation to finances and required paperwork/administrative duties.

Traffic Director: Scheduling all programming and announcements to be on the air. Also does an accounting of what actually played.

Reception: The person that is usually the first person when it comes to the station's contact with the community. Maintains inventory and handles projects as directed by the Office Manager.

Underwriting Manager: In charge of building and maintaining relationships with local, regional and national donors to secure underwriting for the station. Secures donations to support programming and operations.

Membership Support Manager: Fosters relationships with listeners who give donations to the station. A central point of contact for those individual donors. Maintains an up to date membership database and communicates with individuals to continue their support. Coordinates fundraising drives to gain new listeners/donors.

Volunteer Coordinator: Maintains day to day coordination of volunteers with all areas of the station as needed, but primarily with off-air volunteers. Help with volunteer training and retention.

Program/Operations Manager: The person responsible for everything that is on the air, including training, monitoring and retention of all on-air personnel. Cultivates talent and programs. Monitors the station on-air operations.

Music Director: Oversees the station's music library. Represents the station as directed by the Program Manager to record labels to obtain recorded music to be used on the air.

Podcast Manager: Similar to the Program Manager, but handles the podcast side of the station operations.

Production Manager: Coordinates the writing and producing of on-air materials to be used for all situations; programs, underwriting and other announcements, recording/editing of all programs to be used on the air.

News Manager: Implements the news function of the station as directed by the Station Manager and the station's mission statement. Recruits, trains, supervises news personnel.

Public Service Director: Writes public service announcements for use on the air. Works with the Traffic Director and/or Program Director on how to have announcements scheduled.

On-air Announcers: Program Hosts and announcers. Supervised by the Program Manager

Show/podcast producers: Podcast hosts. Supervised by Podcast Manager.

TECHNICAL:

Engineer/Tech Coordinator (Chief Engineer): Supervises all things technical at the station; on-air, studio, production, remote broadcast, satellite and streaming operations of the station. Makes certain the station is within compliance of FCC technical regulations as prescribed by the station license. Supervises all personnel at the station who assist in maintaining and upkeep of equipment for on-air, podcast, satellite and streaming.

Technical Staff: Assists the Tech Coordinator as directed.

If you'd like to get involved with PCM and learn more about any of the position above please complete the following form:

PCM VOLUNTEER SIGN UP FORM >>