

JOB VACANCY ANNOUNCEMENT
Production Asst/Board Op
JOB # 11-0090

Full-Time, Non-Exempt Position

Posting Date: **11/17/2021**

Position Description:

AGM California, Inc. - San Luis Obispo office - is seeking a Production Assistant/Board Operator position for our cluster of stations in our San Luis Obispo location.

Duties and responsibilities include but are not limited to:

Perform and administer commercial and promotional announcement production as assigned and effectively perform board operator responsibilities for AGM California, San Luis Obispo.

Voice tracking duties may be assigned as needed. You'll personally voice and/or produce commercials and promotional announcements as assigned daily in tandem with board operator duties that require understanding of the technical aspects and basic functions of studio components and effectively utilize them to produce quality shows.

Write and/or rewrite scripts and/or produce commercial messages as assigned.
Assist account executives and clients as assigned in the planning and production of commercials in an effective manner.

Ability to perform on-air announcing duties such as traffic and/or weather reports as needed.

Good reading skills

Project company image with respect to dress and demeanor.

Willing to support AGM's Vision, Mission and Values Statement.

Selection Criteria:

High School Diploma required. Aptitude, ability and/or experience with working knowledge of different types of digital audio editing systems, consoles, production software programs. Aptitude and ability to manage the overall operation of broadcasting equipment. Strong creative writing and producing skills as well as organization skills a must.

Condition of Employment: Must provide reliable transportation.

Submit resume to: agmslojobs@gmail.com

Must reference Job #11-0090 AGM California, Inc. is an EOE