



**dana communications**

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BENTON, ILLINOIS 62812

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FAX (618) 435-8102

**Dana Communications Corporation is seeking to hire a full-time Traffic Director/Production Director for the radio stations WQRL, WMCL and WISH. Responsibilities of the position include, but are not limited to;**

- Inputting broadcast commercial orders into the traffic/billing system for each station
- Daily composure of broadcast commercial logs for each station
- Programming broadcast commercial logs for each station in accordance to broadcast clocks
- E-mailing weekly projection/aging reports to sales staff for each station
- Inputting daily accounts receivables into the traffic/billing system
- Prepare and send monthly client billing of invoices and statements
- Prepare monthly reports/book closing for accountant
- Assign all scheduled ads to corresponding carts to air for each station
- Edit/produce any incoming or in-house commercials that are not air-ready
- Downloading and inserting daily and weekly special programming that airs on each station such as specially produced daily segments, religious programming, weekly produced programming, as well a number of national ad schedules that air on each station
- Record clients that come in to voice their ads and produce the finished ad
- Putting together work schedules for part-time board operators including local sports, live broadcasts, other special live events where board operators are needed
- Scheduling/programming formats for local sports broadcasts
- Editing and uploading recorded archived broadcasts of sporting events to Sound Cloud account
- Social media posts and updates using Facebook, Twitter, Instagram, Pinterest, Periscope, Sound Cloud and other social media applications
- Website posting and editing
- Daily mailings and banking

**Hiring requirements:**

- Applicants are required to have moderate to advanced computer skills and software experience including Microsoft Word, Excel, PowerPoint, Adobe Audition (or comparable audio editing software), basic graphic editing and web posting including WordPress
- Applicants must have basic accounting/math skills
- Applicants must have a valid drivers license, reliable transportation, and a history of work punctuality
- Prior radio experience is greatly preferred by means of previous radio employment, and/or an education at an institution with a student operated radio station and hands-on training curriculum
- Applicable speaking, language, and grammar awareness are important for this job in the communications industry

Send your resume ( and MP3 production demo if available) to Ashley – [trafficwqrl@frontier.com](mailto:trafficwqrl@frontier.com)

Please no phone calls. Only E-mailed applications/resumes will be considered.  
Dana Communications Corporation is an Equal Opportunity Employer