

## **WMIX AFTERNOON SHOW HOST JOB DESCRIPTION**

**Air Shift:** Weekdays/2P-6P

Show host **MUST** have radio friendly voice, confidence and clarity in public speaking, and be comfortable with various types of social interaction (phone, social media, in-person, etc).

Must have ease of reading over the air for live commercials, live sponsor reads, live station events. Host must be willing to learn and follow formats of WMIX, including but not limited to Way Back Wednesdays and All Request Fridays. Host should be comfortable with technology and maintain at least an intermediate degree of computer sufficiency and will need to know, or lean, the tools to produce radio advertisements.

During hours prior to air shift, host will help with daily duties such as voicing and producing commercials for WMIX and affiliate stations, daily programming of traffic logs and/or other office duties as assigned.

Hours will be negotiated, but work day will not end prior to 6:00 PM on weekdays. Air shift time will be 2 PM to 6 PM weekdays.

Host must be flexible for evening and weekend availability during the event of a live broadcast (remote) or other station promotions and events.

Host is to be present during his/her show 5 days per week, all year long. On holidays or vacation days, host will be responsible for performing one of the following:

- Arriving at station by 2:00 PM for LIVE air shift.
- Voice tracking (with training) shift prior to being gone
- Finding fill-in for show (with permission from management)
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Job duties include (but are not limited to):

- 4 hour On Air shift on WMIX-FM each weekday with hour show prep and programming time prior to show (Yes, you get to program your own music! With supervision from the Program Director, of course)
- Voicing, editing and producing commercials
- Oversight of commercials within WMIX-AM/FM automation systems
- Editing and prepping local national ads and programming to air each week
- Live remote broadcasts
- Assisting with station promotions
- Assisting with station website
- Assisting with station social media
- Other duties as assigned by Operations Manager and Program Director

A general knowledge of radio broadcasting equipment is preferred, though Host will be trained on all WMIX equipment and operations. Ability to use audio editing software is also preferred, especially Adobe Audition and/or Goldwave. Host will be thoroughly trained on using automation software.

To apply:

Demo (preferably MP3) and resume can be mailed to [hugo@mywithersradio.com](mailto:hugo@mywithersradio.com). **No** phone calls, paper resumes, CD demos please.

Competitive market wages offered for this full-time position. Withers Broadcasting is an equal opportunity employer. Health Insurance is available after 90 days.