



Kekahu Foundation, Inc.

KKCR-FM, Kaua'i Community Radio

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Studio Location: 4520 D Hanalei Plantation Rd., Princeville, HI. 96722
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KKCR PROGRAM DIRECTOR

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

Under the supervision of the General Manager:

The KKCR Program Director (PD) is responsible for the overall sound of the station, ensuring programming achieves station's mission goals. The PD manages all KKCR volunteer programmers, as well as all elements related to programming. The PD works with the General Manager to develop and maintain overall KKCR programming goals and vision and its station sound.

Specific Duties include:

The duties of the Program Director include, but are not necessarily limited to, the following:

- Supervise all on-air radio programs and programmers
- Supervise all on-air fund drives
- Supervise all station operations, including operations director, satellite programming and engineering staff
- Analyze ratings reports and make program adjustments to meet targets
- Recruit and train on-air programmers
- Produce comprehensive annual evaluations of all on-air programmers, as well as ongoing direct feedback
- Oversee all KKCR training curricula
- Manage Spintron schedule and ensure website is current and accurate.
- Other duties as assigned

This job description reflects management's assignment of essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

KKCR is an Equal Opportunity Employer. KKCR prohibits discrimination against any person on the basis of race, ethnicity, creed, religion, sex, color, ancestry or national origin, age, political opinion, sexual orientation, marital status, veteran status, genetic information, occupation, source of income, gender identity or expression, physical appearance, familial status, or physical or mental disability of otherwise qualified individuals.

Education: Bachelor's degree or equivalent work experience. Minimum Experience and Skill Requirements: Good communication and organization skills. Knowledge of music genres.

Program Director is a full time position. Salary is commensurate with experience.