

## **KMUN PROGRAM DIRECTOR JOB DESCRIPTION 2026**

Love the North Oregon Coast? Love radio? Community radio station KMUN seeks an enthusiastic, self-motivated team member to take on the role of Program Director.

KMUN is a listener-powered, volunteer-operated community radio station serving the Lower Columbia Pacific Region with local and national news, public affairs and music. KMUN has approximately 1,200 members, 120 volunteers, 7 staff members, and reaches a potential audience of 85,000 listeners across 5 counties in rural NW Oregon and SW Washington.

The role of the Program Director is to facilitate and oversee all on-air and streaming programming in furtherance of the mission of the Tillicum Foundation. The PD supervises, develops, and instructs staff and volunteers on quality programming and on-line & digital presentation. The PD maintains programming that complies with all licensing, copyright, and FCC regulations, sees that logs are maintained, and notifies the General Manager of any violations.

Full time - 4 day/32 hour week. Health spending account. Paid sick days, vacation & holidays. Pay range: \$45,000 - \$50,000 per year

### **Minimum qualifications:**

- Strong communication skills and interpersonal skills.
- Experience managing a wide variety of people.
- Enjoys interacting with all kinds of people.
- Organized and patient.
- Resides or willing to reside within the listening area and commute to Astoria.
- Technical knowledge of radio studio and broadcast systems, or demonstrated interest in learning and developing skills in this area.
- Interest and passion for community radio and the mission of the Tillicum Foundation.
- Familiarity with Google Suite, Creek, Spintron, and DAWS preferred.
- 4-year college degree preferred.
- Experience in radio preferred.

### **Core Responsibilities:**

1. Monitor, evaluate, and suggest improvements to news, music, and public affairs programming, according to KMUN's mission.
2. Ensure all on-air elements, including automation logs, music, on-air hosts, interviews, announcements, and production meet station standards.
3. Manage community relationships related to programming.
4. Consult and coordinate with the Programming Committee for guidance on programming and program scheduling for current and future content.
5. Act as an on-air host as needed, including as a substitute, for on-air fundraising, and in case of emergency.
6. Update air room weather doc with NWS information.
7. Manage multiple calendars in multiple formats.

## **Programming and Programmer Management**

1. Develop programming to meet community needs.
2. Recruit and train new programmers and advise creation of new programs and continuation of existing programs. Organize and teach Radio 101 course as needed.
3. Monitor programming for content, quality, and FCC compliance.
4. Supervise coverage of all air shifts, including approving substitutions. Cover all shows.
5. Manage volunteer grievances and discipline. Address and document tech issues or FCC issues, missed top of the hour announcements, and poor habits.
6. Review overall programming format, ensuring that programming content is varied and complementary.
7. Chair Programming Committee meetings and ask the committee for content review.
8. Communicate with independent producers of syndicated shows.
9. Report broken equipment to Operations Director.

## **Compliance**

1. Prepare, check, and file weekly logs. Confirm completeness and accuracy.
2. Prepare and submit quarterly reports for Sound Exchange.
3. Prepare and submit quarterly FCC Public Affairs reports.
4. Supervise volunteer usage of Spintron database for completeness and accuracy.
5. Confirm completeness of FCC self-reporting.
6. Check and edit underwriting, promo, and community calendar copy for FCC compliance.
7. KCPB duties – Coordinate with Station Manager.

## **On-Air Pledge Drives**

1. Schedule staff and volunteers to cover all shifts, in coordination with Membership Director.
2. Supervise programming during the drive, with a strong preference for live broadcasts.

## **Underwriting, Promos, and Community Calendar**

Facilitate volunteer airing and logging of underwriting spots and community calendar announcements.

## **Listener Relations**

1. Communicate with listeners. Respond to Feedback messages, sharing comments with programmers.
2. Maintain on-going survey of listener programming opinions.

## **Music Library**

1. Solicit record companies for new music and organize hardcopy and digital music submissions, with emphasis on local artists. Evaluate new releases.
2. Keep music library updated and organized. Get volunteers to cull, sort, and file CDs.

## **Emergencies**

1. Coordinate with KMUN team to develop and maintain emergency protocols.

2. In the event of an emergency, be available for station messaging and operations.

KMUN is an equal opportunity employer that celebrates diversity and is committed to creating an inclusive environment for all employees.

To apply, send resume, cover letter, and contact information for two references to [stationmanager@kmun.org](mailto:stationmanager@kmun.org).