



JOB POSTING

TITLE OF POSITION:	KPKX Program Director
DEPARTMENT:	Programming
STATION & LOCATION:	KPKX 98-7 The Peak Radio – Phoenix
HOURS:	Full-time
FLSA STATUS:	Exempt
POSTED DATE:	8-30-10
CLOSING DATE:	11-29-10 or until filled

POSITION OBJECTIVE: To be an effective, fully contributing member of the management team by establishing and managing program policy in concert with the division Vice President/Market Manager. Achieve the highest degree of effectiveness in service to the community, the highest target audience acceptance and the highest Arbitron ratings consistent with company policy and procedures and in harmony with KPKX and Bonneville's commitments and values. Direction of the programming department and guidance of operation procedures designed to meet corporate goals in short and long-range planning for broadcast property.

POSITION REQUIREMENTS:

- In concert with VP/Market Manager and Director of Sales, determine station's basic program philosophy and format and then establish acceptable short and long term goals for the program department to assure its full contribution to the successful accomplishment of station's short and long term plan and BIC's Mission, Commitments and Values.
- In conformance with company policy and procedure, select, hire, schedule, coach, develop, appraise and direct program department staff in a way that assures their success and maximum contribution to station goals and objectives. (*Selection of on-air staff requires final approval of VP/Market Manager.)
- Regularly monitor station for quality control and presentation consistency; ensure station's on-air production compliance with FCC guidelines and company standards; assure all commercial, public service and promotion material prepared by KPKX's production department for on-air use and/or sales presentation meets station's desired standards. Establish procedures to assure commercial material sent to station for airing does not detract from station's program philosophy/format and meets legal requirements.
- Write and develop all "image" and "usage" liners, IDs and station jingles included in station "packaging".
- Achieve cooperation of all departments involved with the execution of on-air presentation.
- Innovative formatic elements to stay ahead of the competition and obtain optimum ratings in Arbitron.
- Coordinate research projects and interpret findings as they apply to program refinements.
- Have excellent knowledge of Arbitron methodology, reporting and resources (Maximiser, etc.)
- Monitor Mediabase or BDS for music on other stations.
- Operate at efficient cost within the budget projections. Develop and manage programming department financial plan.
- Project a pleasant, professional, business-like image and develop and maintain effective working relationships and communication within department, with other departments and with everyone with who must interact in the performance of job responsibilities.
- Maintain productive relationships with outside vendors; keep up to date on new vendor opportunities that might enhance programming goals.

Bonneville Phoenix Radio Group
Attn. Human Resources
7740 N. 16th St., #200
Phoenix, AZ 85020

Fax: (602) 464-5592
Web Site: www.ktar.com

Qualified candidates are invited to download the application available on our web site.

Questions can be directed to Human Resources hr@bicphx.com. We do not allow walk-in candidates.

To be considered an application must be submitted by fax, email, or mail for current posted position(s).

Resume is accepted when accompanying our application. Unsolicited resumes will not be accepted. If you are offered employment by Bonneville International Corporation, you will be asked to sign an agreement to arbitrate any disputes that may arise between you and Bonneville regarding your employment with the company prior to commencing employment with the company.

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- Be aware of sales goals to create and maintain on-air program environment which will facilitate the demand on commercial inventory.
- Communicate clearly and openly with BIC corporate personnel.
- Perform special assignments or projects as required.
- Assure all listener contacts are handled appropriately and in a timely manner
- Work in compliance with Company policies and procedures.
- Ability to communicate effectively.
- Maintain a positive and cooperative rapport with staff, management and clients.
- Project an appropriate professional appearance and demeanor.
- Develop and maintain effective communications with all station employees and public to promote optimum good will for the station and project professional, business-like image desired by company.
- Participate in and actively support Bonneville's EEO policy as it relates to recruitment, selection, evaluation, compensation, training, promotion and termination. Includes being knowledgeable and conversant with the FCC EEO Rules effective March 10, 2003, and understanding the compliance issues that safeguard the station's FCC license.
- Take a proactive role in supporting Bonneville's policy to prevent harassment of any kind within the workplace, at off-site places of company businesses and at company-sponsored social venues.
- Other duties as assigned.

PHYSICAL DEMANDS:

- Receive, process, and maintain information through oral and/or written communication effectively.
- Substantial physical movements (motions) of the wrists, hands, and/or fingers.
- Extending hand(s) and arm(s) in any direction with good eye and hand coordination.
- Lift, move, and carry up to 20 pounds on occasion.

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