Job Description
Internet Radio Senior Producer

Function of Job:
Under the direct supervision of the Department Manager of Production Services, to build and maintain an Internet only radio station as a ministry of Moody Bible Institute.

Job Characteristics and Responsibilities:

Build an Internet Station
- Secure the audio from a variety of sources (to be determined) which will form the basis of the station's format.
- Prepare the audio for digital conversion maximizing the quality using available technology
- Secure an appropriate automation system and encoding software to stream the station in several formats (mp3, Windows Media, Ogg, etc.)
- Write, Produce and record transition voice tracks utilizing available talent
- Build and maintain specific web site for new station
- Secure appropriate hardware for storage and backup of audio files and streaming
- Build and maintain the audio database from which the streaming station derives its audio
- Program the station based upon approved formatting guidelines
- Working both internally and externally, provide the output of the streaming station to the appropriate server(s)
- Establish customer service levels and methods of maintenance through both the web site as well as telephone and mail interactions
- Establish promotional strategies (internal and external) within the confines of the established budget

Maintain an Internet Station

- Update the content of the station on a weekly basis
- Regularly search for new content based on the format of the station
- Maintain fresh voice tracks, financial appeals, promotional announcements on a regular basis
- Seek new avenues of promotion within available budget
- Answer listener inquiries
- Maintain and update the web site on a regular basis
- Track listener growth utilizing available statistics
- Track listener donations and seek new ways of obtaining funding
- Participate in planning exercises for new internet only stations