



Operations and Production Manager

Classical KING 98.1 FM is a renowned and beloved institution dedicated to promoting classical music and enriching the cultural landscape of our Pacific Northwest community. We are committed to delivering exceptional classical music content to our listeners, fostering a deep appreciation for the arts, and supporting local artists and musicians.

Classical KING is seeking an Operations and Production Manager to support the Program Director for radio and digital strategy for a growing organization located in new facilities in the heart of the City of Seattle. Classical KING has a strong commitment to diversity demonstrated by:

- National research we are conducting to understand how best to diversify the audience for classical music,
- Our commitment to offering music by women and composers of color each hour, and
- Our work to diversify our staff and board.

We are ambitious about our future and are searching for a creative individual with strong administrative ability who will maintain the strength of our present services while leading us in new directions with a multi-platform content vision.

Job Summary:

We are seeking a dedicated and experienced Operations and Production Manager to join our team. The Operations and Production Manager will play a pivotal role in ensuring the smooth and efficient functioning of our classical music radio station. This role reports to and supports our Program Director and involves overseeing various aspects of daily operations: managing production and programming schedules, working closely with our programming and technical teams to maintain the highest standards of content quality, and actively assisting with digital implementation and programming initiatives.

Key Responsibilities:

Production Management: Coordinate the production of live and pre-recorded classical music programs. Oversee the workflow of all production schedules for producing, assembling, and loading of shows into the radio automation program. Manage traffic, underwriting, and timelines for station operations. Oversee the scheduling and allocation of production resources, including studios, equipment, and staff. Ensure that all produced content meets the station's quality standards and adheres to regulatory guidelines.

Operations Oversight:

Maintain accurate schedules, records, discrepancy reports, and follow-through communications. Ensure compliance with FCC rules and regulations, as well as relevant federal and state laws. Monitor and evaluate program effectiveness and implement and supervise changes for improvement. Design training modules for consistency with operations processes.

Programming Support:

Collaborate closely with the programming team to update web music playlists, host schedules, interviews, and special broadcasts. Coordinate all host scheduling and coverage as needed. Directly support the Director of Programming for scheduling Community Advisory Board meetings, and Arts Partner collaborations.

Compliance and Documentation:

Ensure compliance with FCC regulations, music licensing agreements, emergency alert system, and other legal requirements.

Maintain accurate records of production and operation activities.

Prepare reports and documentation as needed.

Digital Strategy and Initiatives:

Collaborate and assist in the development and implementation of digital strategies and initiatives. Help support and drive the station's online presence, social media engagement, and digital content distribution.

Test workflow for content generation.

Strategic Planning:

Assist in evaluating programs for compliance with the overall mission of the station.

Assist senior station management in planning and implementing operational modifications.

Training:

Help onboard and train new hosts, production and programming staff, and new host fellowship recipients in workflow, policies, and procedures of the station and studio use.

Mentor production and operations staff, fostering a positive work environment with an emphasis on continuing education and reduction of errors.

Coordinate training and development opportunities for team members.

Oversee scheduling and staffing for production shifts.

Budget Management:

Research and make recommendations regarding the acquisition of operating and programming equipment.

Other station-related duties as assigned.

Qualifications:

Bachelor's degree in broadcasting, media production, or arts-related field required.

Master's degree in communications a plus.

Proven experience in operations and production management, particularly in the classical music genre.

Strong knowledge of classical music and a passion for the art form are required.

Excellent organizational, leadership, and communication skills.

Experience with database systems, project management and scheduling software.

Experience implementing new workflow processes and keeping projects on time.

Experience learning new technology and creating strategies for training.

Experience editing audio and video required.

Experience managing student workers and interns.

Other Details:

Ability to work flexible hours, including occasional evenings and weekends.

Salary Range: \$74,000 - \$78,000

We offer benefits including medical, vision and dental coverage, Life, STD and LTD, paid vacation and sick time and 401K.

Position open until fulfilled

Join our team and contribute to the cultural enrichment of our community through the power of classical music and digital innovation!

Classical KING FM is working actively to diversify its programming, its staff, and its board. We welcome all candidates with a commitment to these goals. Our statement describing our commitment to diversity, access, equity, and inclusion can be found here:

<https://www.king.org/about/>

To apply please send resume and cover letter to:

If you are passionate about classical music, have the skills and experience to excel in this role, and are eager to contribute to our digital strategy and initiatives, please submit your resume, a cover letter outlining your qualifications and interest in the position.

Human Resources, Classical 98.1, 363 Mercer Street, Ste 200, Seattle WA 98109, or email hr@king.org