**St. Peter the Rock Media/AM 1260 The Rock
Production Manager**

Reports to: Executive Director

Salaried, Full-Time

Mission

The mission of St. Peter The Rock Media is to provide quality Catholic programming that is faithful to the teachings of the Church and presented in a way that inspires conversion of heart and a deepening of faith while building up the local Body of Christ.

Station Culture

St. Peter The Rock Media team members are servants of Christ and the Catholic Church. Our mission is to bring souls to Christ through providing information that leads to a deepening of faith and a conversion of heart. All are responsible for continually inviting souls to listen to AM 1260 The Rock.

The organizational culture is that of *service* and is based on openness, effective communication, and continual improvement.   We are to act and interact with others in a Catholic-Christian, professional, positive, high-energy, team-oriented, pro-active, responsive, and respectful way. We need to set aside our pride for the mission.   There can be no turf wars and self-aggrandizement.

St. Peter The Rock Media is a listener-supported, non-profit radio station that has a small, lean staff and budget. As such, job descriptions are subject to change, and no task is above or below any team member. Everyone is expected to continually improve, anticipate and solve problems, be good stewards of time and resources, and do whatever it takes to fulfill our mission and ensure the financial stability of the station.

Overview

St. Peter The Rock Media is proud to be an affiliate of EWTN.   Through EWTN, St. Peter The Rock Media receives good, solid Catholic programming at no cost via a satellite feed that includes programming from multiple Catholic Radio sources including: EWTN, St. Joseph Radio, Ave Maria, Relevant Radio, and other Catholic media sources from around the world.

The St. Peter The Rock Media Production Manager is responsible for the overall quality of the on-air presentation on the radio station.   The Production Manager must fulfill the Vision and Programming Philosophy:

> **Vision**
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> St. Peter The Rock Media strives to answer the call of Pope Benedict XVI and Pope St. John Paul II to bring about the New Evangelization of the Catholic Church. We believe a new springtime is upon us in the Catholic Church and we strive to strengthen the local Body of Christ in which we serve. Through St. Peter The Rock Media's airwaves, we have become a hub for promoting the teachings of Jesus Christ and His work through the many activities of the parishes, Diocese, lay apostolates and Catholic schools and institutions. We want to help all souls to know, love and serve the Lord so that we can bring about His presence on earth and help all people be with Him in eternity.

Programming Philosophy

- St. Peter The Rock Media is a lay apostolate that declares an absolute faithfulness to the Holy Father and the Bishops. We are bound to accurately and fully transmit the Faith as proposed by the Teaching Authority of the Church. We bind our broadcasting message to the standard of Holy Scripture and the Catechism of the Catholic Church, the vehicles Christ has given us for knowledge, content and clarity. This commitment shapes our service to the faithful in several diocese in which we serve, as well as our obedience to local Bishops, and our assistance to local priests and religious.

- We are committed to the conviction that our programming must be primarily catechetical, devotional, and inspirational and is dedicated to providing the highest quality Catholic programming that is upbeat, positive and inspires conversion of heart and a deepening of the faith with humility, charity and respect, while offering an enriching message from our Catholic heritage for all believers and non-believers.

- St. Peter The Rock Media seeks to connect and serve the people, parishes, schools, and lay apostolates within the communities we serve by spreading good will and providing the platform for sharing news, events and stories that show how the Holy Spirit is working within our community.

Responsibilities

- Ensuring the programming is faithful to the Catechism of the Catholic Church
- Manage the affiliate relationship with EWTN along with the Executive Director
- Coordinating the on-air promotions and information spots with station Webmaster
- Organize national feeds
- Manage and produce all on-air short and long program content
  - o Ensure programming is faithful to the Catechism of the Catholic Church and to the Church's Magisterium
  - o Ensure impactful, dynamic, and fresh on-air content
  - o Search for and be aware of Catholic programing content available in the radio broadcast market place
  - o Review program proposals submitted to station, and initiate program improvements and new program content ideas
  - o Propose changes to and new program content to Executive Director and Programing Committee
  - o Obtain, produce and implement approved program content changes
  - o Produce and continually improve locally produced programs
  - o Coordinate and manage all live/remote broadcasts including technical logistics, volunteers and hosts
  - o Incorporate station branding
  - o Coordinate with the Executive Director and the Advertising and Communications Coordinator to produce and manage promotions and commercials
- Lead and coordinate Programming Committee meetings
- Manage all audio production and broadcast equipment.
  - o Position does not require technical knowledge of broadcast equipment, coordinates and oversees work of Radio Engineer to accomplish mission

- o Coordinate with Radio Engineer to ensure continual equipment maintenance and upkeep.
  - o Coordinate with Radio Engineer to solve all equipment/transmission malfunction issues
  - o In consultation with Radio Engineer recommend equipment addition/replacement to maintain quality of and/or achieve additional broadcast/production capabilities
  - o Have a top-level understanding of the production and broadcast equipment/software and its purpose and functionality
  - o Be on 24 hr. call to coordinate/cooperate with Radio Engineer to troubleshoot and repair all dead-air or serious signal degradation issues.
- Responsible for complying with all FCC requirements/ filings and maintaining records
- Responsible for complying with all EAS (Emergency Alert System) requirements and maintaining records.
- The Production Manager must support the advertising/underwriting and donation promotions and advertising campaigns. Financial health is necessary for the continuation of the station. As a non-profit organization, fundraising is a continual activity that all staff supports.
- Annually sign Oath of Fidelity to the Catholic Church.

Qualifications

- Four-year degree with a proven academic record.
- Three letters of reference.
- A tangible commitment to excellence, self-motivation, and time management.
- Attentive to detail and able to establish goals, manage time, and meet deadlines.
- A service attitude with the ability to communicate effectively with all people.
- Excellent verbal, in-person, and copy-writing skills
- A proven commitment to daily prayer, Scripture and the Sacraments.
- Involvement in a Parish and regular Mass attendance.
- Practical knowledge of Catholic teachings.
- Regular interaction with Catholic media (podcasts, newspapers, books, social media, etc.).
- An avid listener to EWTN and an advocate for its programming.
- Three years of public relations or sales is a plus.
- Experience with Microsoft Office products.
- Radio automation systems and audio editing experience required.
- Previous radio on-air and/or production experience required.

Desired

- It is strongly desired that the Production Manager possess a good speaking voice. Their voice will be heard in on-air promotions and commercials. Volunteers with very good on-air presence will provide the bulk of the "voice" work, but it is expected that the Production Manager will also do voice work as needed.
- Enough knowledge of and experience with computers and Windows operating systems to do basic trouble shooting, maintenance and setup of office computing and printer systems.
- Ability to administer a computer server system that interfaces with office computers.