



## JOB DESCRIPTION

**Position Title:** Classical WNED Radio Program Host – Casual Part Time  
**Reports to:** Classical WNED Program Manager  
**Classification:** Non-Exempt  
**Date:** March 2019

### I. Summary/Objective

Serves as program host for classical radio Voice Tracked programs with an engaging, personable, positive, hosting style.

### II. Essential Functions

1. Serves as announcer for open station shifts, by voice tracking the programs in advance of air date using the ENCO Voice Tracking system in the WNED Production room.
2. Review set play list for correct pronunciation of music and composers. Provide commentary to bridge musical selections.
3. Reports (or solves) programming or equipment discrepancies or problems as they occur. During non-business hour shifts, takes responsibility for overall Classical WNED operations and monitors security.

### III. Required Education and Experience

1. Bachelors' degree in music, broadcasting or related field preferred.
2. Knowledge of classical music and the concert world.
3. Previous experience in classical music radio preferred.
4. Knowledge of broadcast operations and standards preferred.
5. Familiarity with current production and editing software highly desirable.

### IV. Supervisory Responsibility

There are no supervisory responsibilities for this position.

### V. Position Type/Expected Hours of Work

This is a casual part time position. Hours of work are as needed and scheduled by the Classical WNED Program Manager.

### VI. Travel

No travel is expected

### VII. Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

### VIII. Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### IX. EEO Statement

WNED | WBFO is an Equal Opportunity Employer committed to excellence through diversity and inclusion.