

KOKO FM RADIO STATION MANAGER INTERN

JOB DESCRIPTION

Job Title: Radio Station Manager Intern
Department: Hana Cultural Center
Reports To: Hana Cultural Center Trustee - Scott Crawford
FLSA Status: Nonexempt-intern
FTE: .75 (20 - 30 hours per week)
Prepared Date: October 2021

SUMMARY

The Station Manager Intern position is responsible for assisting in the overall operation of the KOKO FM low-power radio station, including: technical functioning of the broadcast, Internet stream and Emergency Alert System; programming content including music rotation, PSAs, and other cultural and community programming consistent with the station's mission; promotion and community relations; and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure that the station is continuously broadcasting locally via 96.3 FM.
- Ensure that the Internet stream is continuously operational via the Yes Streaming platform.
- Ensure that the Emergency Alert System is operational.
- Curate the musical playlist and schedule, including specific time- and date-based features; add new music.
- Become familiar with the Megaseg and Audio Hijack software, and maintain the computer that runs the station.
- Become familiar with, maintain and upgrade as needed the essential station hardware and connections.
- Keep the station studio clean and well-organized.
- Research and pursue funding opportunities to develop support for ongoing, long-term job position stability.

NONESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain an inventory of station equipment and hardware.
- Coordinate with community nonprofit organizations to produce and schedule PSAs.
- Conduct outreach to community members to encourage and coordinate involvement with station programming, such as live shows, curated playlists, talk story or interviews, local news programs, calendar of events, live events, Hawaiian language programming, etc.
- Interface with school and youth programs to encourage educational uses of the station and youth involvement, especially around Hawaiian language programming.
- Communicate with supportive mentors in the community or at other stations to learn and bring in relevant expertise.
- Perform other related tasks as needed under the direction of the Supervisor

SUPERVISORY RESPONSIBILITIES

None

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Interest in radio station management as a long-term career opportunity
- Basic familiarity with audio/radio engineering, music equipment, etc.
- Love of Hawaiian music and familiarity with its history
- Connection to and familiarity with Hana's community
- Good communication, time management, and information management skills
- Grant writing and reporting skills, or willingness to learn
- Familiarity with Mac OS operating system

EDUCATION AND EXPERIENCE

- Enrolled in the Dislocated Worker Program at the Maui American Job Center
- Preferred: some experience or education in radio broadcasting, Hawaiian music, and or sound equipment

LANGUAGE SKILLS

- Familiarity with Hawaiian language and culture as well as fluency in 'Ōlelo Hawai'i is a plus but not required
- Ability to write routine correspondence and reports

REASONING ABILITY

- Ability to apply sound judgment to carry out instructions.
- Ability to interact, relate, and have compassion for persons with mental and/or physical disabilities.
- Ability and desire to help those less fortunate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Must be vaccinated against the COVID-19 Virus.
- Is frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to stand, walk, and reach with hands and arms.
- Regularly lifts and/or moves up to 10 pounds and occasionally lifts and/or moves up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the intern is:

- Occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration.
- The noise level in the work environment is usually moderate.