



## **JOB DESCRIPTION**

**Director of Program Execution**  
*(Assistant Programming/Music Curation)*

### **SUMMARY:**

The tasks of the Director of Program Execution encompass the overall execution of Operations of Worship 24/7, putting into motion the logistics which deliver the product to the public. This includes implementation of operating systems which carry the product to the servers.

The Director of Program Execution, ("herein referred to as DPE") will assist the programming department in the development, direction and monitoring of the on-air presentation of Worship 24/7 and all the elements that lend to its presentation, including research, music, talent scheduling, the creation and execution of promotions; the production and plotting of station imaging and elements. The DPE will have the understanding of ministry fundraising, including participation on-air and off-air.

Operations responsibilities include (but are not necessarily limited to): the execution of programming and promotional campaigns and initiatives, music scheduling and record label partnerships, audience research, station production, streaming properties, engineering and station automation, and maintaining broadcast legal compliance.

### **ESSENTIAL FUNCTIONS - PROGRAMMING OPERATIONS:**

- A. Work in collaboration with the necessary individuals and teams to execute programming and promotional initiatives.
- B. Have a complete understanding of all systems and processes related to the radio broadcasting and internet streaming functions of all Worship 24/7 properties. Act as the primary liaison between programming and the engineering and IT departments to ensure all programming-related equipment and processes remain 100% operational, delivering a top-quality product every day.
- C. Be active in the weekly music selection process, with full awareness of the music structure and music library, including music scheduling, category rotations, and reporting spins to proper trades or interested organizations or persons.
- D. Be able to write, rewrite and edit underwriting, ministry promos and Worship 24/7 on air imaging and elements.

- E. Be able to edit and produce promos, imaging and all Worship 24/7 production elements.
- F. Maintain and adjust Host schedule working around PTO, illness, vacations and vacancies.
- G. Facilitate bi-weekly music research testing and audience research projects as scheduled.
- H. Aid in the foresight and development of fundraising plans and strategies.
- I. Take part in the on-air and off-air needs during fundraising events, from co-hosting to call center operation.
- J. Act as liaison with all programming and production vendors and syndicators and maintain all associated contracts and agreements.
- K. Monitor all programming and activities in compliance with FCC rules and regulations, public affairs, company policy and applicable federal, state and local laws.
- L. Communicate newly or upcoming changes of implementation to the traffic and production department and public affairs department.
- M. Perform other related duties as assigned.
- N. Devote your full and best efforts to fulfilling your role on behalf of the ministry.
- O. Fulfill your job responsibilities with integrity and Christian ethics\
- P. Meet with CCO/Consultant at least three times per week via phone, in person or Zoom for updates on progress of projects and day to day tasks, vision and the discussion of new projects, promotions and creative brainstorming for fresh on air imaging or ideas for production elements.
- Q. Communicate through speech and action the belief of the Christian faith; consistent with the mission of 247 Media Ministries.

#### **POSITION QUALIFICATIONS/SPECIFICATIONS.**

- Bachelor's Degree is preferred.
- Individual must have at least five years' successful, demonstrated experience in leadership and similar roles.
- Ability and passion to integrate your faith in Christ into your role at Worship 24/7
- Trustworthy to maintain confidentiality.
- Must work from the home office in Oregon.
- Must possess strong written, oral and presentation communication skills.
- Must be able to think strategically and creatively and must have excellent interpersonal skills and a demonstrated record of meeting deadlines, and working with minimal supervision.
- Strong problem-solving and analytical skills; strong organizational and time management skills; ability to manage priorities and workflow.

- Ability to administrate and to work as part of a team.
- Professional attitude and appearance are required.
- Ability and desire to grow professionally and personally.
- Working knowledge of a variety of computer skills on the standard system software.
- Position requires travel (local and occasionally out of state), and at times work in the evenings and weekends.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly to talk, hear, walk, stand, and sit for extended periods, travel, and reach overhead with arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The ability to drive an automobile during the day and night, and other occasional travel, is necessary.

The work environment is usually performed in an office, but events and training seminars may take place in a wide range of venues.

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

*Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.*