



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Radio Station Assistant
DEPARTMENT: Hualapai Health Department
CLASS: Full-time
SALARY: DOE
OPENING DATE: September 15, 2011
CLOSING DATE: September 28, 2011

SUMMARY OF JOB DUTIES:

This position is currently under the direction and supervision of the NARCH Project Coordinator/Director of the Hualapai Health Department. The Radio Station Assistant will work under the supervision of the NARCH Project Coordinator, or station program manager, and in collaboration with the KIDSTAR staff in implementing KIDSTAR program guidelines. This position will work with internal and external entities to operate a local youth radio station, assist in the development of a community terrestrial station and its operation and rebroadcasting radio programming. All functions of this position will be performed in accordance with any applicable collaborative or affiliate source protocols, directives, applicable guidelines and requirements of originating broadcast source and any applicable Federal agency regulations.

This position will collaborate and coordinate with other NARCH staff to mentor youth to design and broadcast a weekly health promotion serial story, as well as primarily implement other youth radio station programming, based upon the needs and interests of the station, the participating youth and the community, at the direction of the project coordinator/program manager. This position will perform other project and radio station tasks as assigned by the project coordinator/program manager.

This position requires alternative, and some times irregular, work hours.

ESSENTIAL FUNCTIONS:

- Assists with youth recruitment activities with the local schools and clubs, departments and agencies to recruit youth to participate in story development and broadcast activities.
- Assists with the mentoring and supervising of youth in the development and broadcast of a weekly serial story and other youth internet radio programming and operation of youth radio station.
- Assist in the day-to-day support and operations of the radio station as needed.
- Assists with communicating verbally and in writing about station activities to the community, Tribal Council and other funding sources.
- Monitor strength, clarity, and reliability of incoming and outgoing signals, and adjust equipment as necessary to maintain quality broadcasts.

- Observe monitors and converse with station personnel and collaborators to determine audio levels and to ascertain that programs are airing.
- Monitor and log transmitter readings.
- Report equipment problems, ensure that repairs are made.
- Play and record broadcast programs using automation systems.
- Control audio and broadcast equipment to regulate volume and sound quality during radio broadcasts.
- Upload, download and convert to proper format for transmission, programming which the station may be rebroadcasting, and communicate and coordinate efforts and activities with originating broadcast sources.
- Control audio equipment to regulate the volume and sound quality during radio broadcasts.
- Maintain programming logs, as required by station management and the Federal Communications Commission, if applicable.
- Supervise and monitor youth participant's use of equipment and live broadcasts.
- Observe and evaluate youth participant's work to determine progress, provide feedback, and make suggestions for improvement.
- Maintain records and make regular reports of staff activity and youth participant's, attendance, training activity and program schedule details, as well as assist youth participant's with gathering and editing program materials and scheduling, preparing and rehearsing for interviews.
- Supervise and assist with independent or group projects and training.
- Provide individualized instruction and tutorial or remedial instruction for youth participants.
- Participate and assist in youth participant training.
- Participate in department and community meetings, events and training.
- Install, adjust, and operate electronic equipment and related software to record, edit, and transmit radio programs.
- Mix and regulate sound inputs and feeds, or coordinate audio feeds.
- Compress, digitize, duplicate, and store audio data.
- Perform minor repairs and routine cleaning of audio equipment.
- Notify supervisors when major equipment repairs are needed.
- Design layouts of audio and perform upgrades and maintenance.
- Record speech music and other sounds on recording media using recording equipment.
- Create music and speech digital interface for special productions and public service announcements.
- Reproduce, duplicate and edit sound and speech recordings for production broadcasts.
- Conduct training sessions on use, and design of audio materials and on operation of equipment with participating youth.
- Monitor incoming and outgoing sound feeds to ensure quality, and promptly notify directors of any possible problems.
- Monitor broadcasts to ensure programs conform with station, network or other applicable standards and regulations.

- Schedule use of studio and editing facilities and equipment by staff, youth participants and guests.
- Solicit, prepare and assist youth in recording and broadcasting community public service announcements and other radio programming of community interest, as well as monitor frequency and timing of broadcasts.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE & SKILLS REQUIRED/PREFERRED:

- High school diploma or GED. Higher education preferred.
- Computer literate.
- Knowledge of circuit boards, processors, chips, electronic equipment, audio and recording equipment and devices, and knowledge of related computer software and hardware programming and application preferred.
- Knowledge of telecommunications systems transmission, broadcasting, switching, control and operation preferred.
- Knowledge of communications and media production and dissemination techniques and methods preferred.
- Knowledge of radio engineering science and technology preferred.
- 2-4 years of experience in the field of radio broadcast or engineering, preferred.
- Good verbal and written communications skills
- Experience working with Native American youth and communities is preferred.
- Must have a valid drivers' license and be eligible for the tribe's insurance.
- Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section 703 (702-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities