



**POSTING DATE:** October 22, 2009  
**JOB#:** 59-09  
**JOB TITLE:** PT Morning Show Producer/Board Operator  
**COMPANY:** WFMP-FM, Production  
**SCHEDULE:** Weekdays, 6:00 am - 10:30 am  
**STATUS:** Part Time, Hourly

**QUALIFICATIONS:**

- Experience competently operating a broadcast console required (minimum 1 year), including broadcasting operating platform (ex: NexGen, ENCO, AudioVault)
- Ability to think on your feet, act and make decisions extremely quickly and anticipated the needs of the show before they happen
- A burning passion for the latest pop culture, news stories, events, TV shows and websites that are capturing women's attention
- Experience using audio editing software preferred
- Ability to handle and focus callers (and hosts) with a happy, fun and humorous attitude is a must

**DUTIES:**

- Primary responsibilities are to screen callers, book guests and acquire audio for show
- Operate broadcast board flawlessly on a highly organized, precise show with lots of moving parts
- Work with and assist hosts and technical producer in the planning and execution of a daily morning show. Including but not limited to ideas for new features, use of sound effects and audio, plans for the "hot" topics that may be in play the next morning, guest booking, etc.

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential functions of the job. The Company will make reasonable physical accommodations to facilitate the ability to perform essential job functions.

**APPLY TO:**

**HUMAN RESOURCES DEPARTMENT**  
**Job# 59-09**  
**3415 University Ave**  
**St Paul, MN 55114**  
**Fax: (651) 642-4314**  
**Email: [apply@hbi.com](mailto:apply@hbi.com)**  
**No Telephone Calls Please**  
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