



**COMPANY: BICOASTAL**  
**LOCATION: THE DALLES, OR**  
**PRIMARY INDUSTRY: RADIO**  
**POSITION: MORNING SHOW HOST/PRODUCTION**  
**SALARY RANGE: Hourly, Non-exempt, D.O.E**  
**OPEN DATE: March 28,**  
**2023**  
**CLOSE DATE: When**  
**filled**  
**FULL TIME:**

**Reports To:** Operations Manager

**Send Applications To:** Mark Bailey, Operations Manager at [m Bailey@bicoastal.media](mailto:m Bailey@bicoastal.media) or 719 E. 2nd, The Dalles, OR, 97058.

## **SKILLS AND QUALIFICATIONS**

- High School diploma (or equivalent)
- Valid Driver's License
- Experience with broadcast automation systems
- Experience with production of live and recorded broadcast programming and commercial content
- Fully competent with Microsoft Office Products and strong computer skills
- Excellent communication and oratory skills
- Experience producing written work
- Experience in publishing content to the Internet
- Ability to meet deadlines on short **notice**
- Strong proofreading, keyboarding, and organizational skills
- Experience with Adobe Audition a plus

## **PHYSICAL DEMANDS**

- Ability to work for extended periods of time

## **WORK ENVIRONMENT**

- Dynamic, fast-paced work environment with five radio stations in Hood River and The Dalles
- Weekday mornings & afternoons, plus varied hours depending on live events and remotes, based out of our studio in The Dalles, but also with assignments in our studio in Hood River.

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.

*This company is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics. Bicoastal Media is an at-will employer.*

## **DUTIES**

- Create and coordinate commercial and PSA content on all stations in the market
- Host a morning show weekdays, 6 a.m.-9 a.m., on our Classic Hits station
- Do remote broadcasts at commercial client locations
- Coordinate installation of agency and network makegood ads into broadcast systems
- Install daily broadcast logs into station operating systems
- Operation of various broadcast control boards
- Create localization content for satellite programming
- Perform Emergency Alert System tests
- Assisting in programming and scheduling shows, commercials, and live events
- Creative input & production tasks for promos, features and other programming
- Assisting in identifying & uploading suitable content for websites & social media accounts.
- Contributing as talent for various digital and broadcast content pieces and shows.
- Special projects and assignments as business dictates.
- Research and show prep.
- Other programming and on-air duties as needed.