

**EFM Production Director/On-Air Host
Job Description**

Reports to: EFM Program Director

Production Director

The Ability to Share the Gospel of Jesus Christ with Others

First and foremost, the Production Director must be able to effectively minister and communicate to listeners and others in the community the heart of what it means to follow Jesus Christ wholeheartedly. This must come, not simply from head knowledge, but from a vibrant and active daily walk with Jesus Christ as personal Savior.

To create and maintain the highest possible quality on-air product through audio imaging and production that simultaneously promotes and captivates our audience's attention, interest & imagination, while pointing them to Jesus Christ. Must be highly creative, proactive, organized and results oriented.

Production Director Responsibilities

A. Station Imaging and Production

- Creative use of audio to effectively point people to Jesus Christ.
- Creation of compelling audio promos (from concept to finished product) that connect with the target in a meaningful way while deepening the relationship and pointing them to Jesus Christ.
- Creation of audio imaging sweepers that are consistent with our brand are in and of themselves "encouraging", not simply about "encouragement"
- Ability to effectively tell concise and powerful stories through use of audio editing and content creation.
- Must proactively set and meet deadlines for audio production, which help us accomplish ministry goals.

B. Promotions/Community Connections

- Serve as an emcee at station-sponsored events and community events.
- Attend EFM events, concerts and live remotes.
- Conduct tours of the studios, as needed.

C. Social Media/Digital Media

- Ability to write content for web, print, and social media
- Video creation and editing, a plus

D. Communication Skills

- Proven ability to engage listeners
- Team player, providing effective and consistent communication with Program Director related to projects, deadlines and strategy.
- Correspondence with listeners, donors, industry and community leaders in a manner that represents the ministry from a Jesus Christ-honoring perspective.

E. On-Air Show Host

- Host a live radio show, as assigned by Program Director. Share scriptures from the Bible every hour. Encourage and uplift audience six times (or more, if directed) an hour in a clear, communicative manner with light-hearted, family-friendly conversation and commentary covering a variety of subjects from Christian faith to family relationships, current events, news, weather, and local topics of interest. Utilize effective storytelling to grow audience.
- Prepare and produce voice tracks, as requested by Program Director.

F. PraiseShare Hosting

- Provide on-air hosting during our PraiseShare and other on-air fundraising drives from a Christian perspective.

III. Continuing Professional Improvement

- Attend seminars, webinars, classes, and conferences pertaining to industry growth, as needed.

IV. Other Responsibilities

- Other duties as assigned by EFM Program Director, EFM Director of Development or EFM President/CEO

V. Ministry Qualifications

- A born again believer of Jesus Christ with a strong and growing walk with the Lord (Romans 3:23, Romans 6:23, Romans 5:8, Romans 10:13, Romans 10:9-10)
- A heart for service, with Jesus Christ serving as our example (John 13:1-17)
- Committed to uphold and integrate the KVNE/KGLY model of pointing people to Jesus as a core process and belief. This includes communicating the heart of the Gospel while with listeners in person, by phone, social media, letter or other form of communication. (Mark 16:15, Psalm 96:3)
- Willingness and eagerness to pray to God the Father, through His Son Jesus Christ, verbally (out loud) for and with fellow staff members, listeners and people in the community.
- Ability to answer basic questions about the Christian faith and explain to someone how they can become a Christ-follower
- Agreement with and a willingness to hold to the KVNE/KGLY Statement of Faith in both belief and practice
- Willing and committed to hold to the policies described in our employee manual
- Willing and able to lead and participate in required staff prayer times and Bible-based devotionals in the context of our beliefs as outlined in our Statement of Faith
- Commitment to be active in a local Bible-believing church, recognizing the importance of such a commitment. (Hebrews 10:25, I Timothy 5:17)
- Must abide by state and federal laws

Physical Effort/Hazardous Working Conditions

Physical Demands and Working Conditions (indicate how often with the following):

C = Constantly (At least Daily) **F** = Frequently (At least Weekly) **O** = Occasionally (At least Monthly)
R = Rarely (Annually)

*Essential Physical Effort / Working Conditions Marked with an asterisk *

Physical Demands:

| | |
|---------------------------|----------|
| Standing* | F |
| Walking | F |
| Sitting* | C |
| Lifting | O |
| Carrying | O |
| Pushing* | O |
| Pulling* | O |
| Climbing | O |
| Balancing | O |
| Stooping | O |
| Kneeling | O |
| Reaching* | O |
| Fine-Motor Handling* | C |
| Time-Sensitive Reactions* | C |
| Feeling* | O |
| Talking* | C |
| Rep. Motion* | C |
| Eye / Hand Coordination* | C |
| Eye / Foot Coordination | F |

Vision/Sight/Hearing:

| | |
|--------------------------|----------|
| Vision-Far Acuity* | F |
| Vision-Near Acuity* | C |
| Vision-Depth Perception* | C |
| Vision-Peripheral | C |
| Color Vision* | C |
| Listening* | C |
| Hearing Acuity | C |

Environmental Conditions:

| | |
|-------------------------------|----------|
| Extreme Cold | R |
| Extreme Heat | R |
| Temp Changes | R |
| Humid | O |
| Noise* | F |
| Vibration | O |
| Work Alone and Around Others* | R |
| Time-Sensitive Deadlines* | C |

Travel Requirements:

| | |
|-----------------|----------|
| Local day trips | O |
| Overnight | O |

Physical Strength:

| | |
|-------------------------|-----------|
| Sedentary Work* | C |
| Light Work* | C |
| Medium Work | F |
| Heavy Work | R |
| Very Heavy Work | R |
| Amount / pounds lifted | 30 |
| Amount / pounds carried | 30 |

I understand the requirements of this Production Director/On-Air Host and am capable of performing these tasks.

Signature: _____ **Date:** _____