



## I. Fuзион Production Assistant

**Reports to:** Fuзион Program Director

### A. Job Overview

#### **The Ability to Share the Gospel of Jesus Christ with Others**

First and foremost, the Fuзион Production Assistant/On-Air Host 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.

Under the direction of the Fuзион Program Director, the Fuзион Production Assistant is to acquire, screen, prepare and schedule the best possible mix of music on Fuзион.

### B. Production Director Responsibilities and Duties

#### **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.

## II. Fuzión On-Air Host

**Reports to:** Fuzión Program Director

### A. Job Overview

#### **The Ability to Share the Gospel of Jesus Christ with Others**

First and foremost, the Fuzión Music Director/On-Air Host 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.

The chief aim of the On-Air Host is to utilize our airtime to effectively develop an encouraging relationship with our listeners that glorifies God and points them to Jesus Christ.

### B. Show Host Responsibilities and Duties

#### **1. Show prep**

Gather, read, print, and utilize show prep material from the Bible, local news sites, the web, and daily life experiences so that we can effectively point people to Jesus Christ.

#### **2. Promotions/Community Connections**

- Serve as an emcee at station-sponsored events and community events.
- Attend all Fuzión designated events, concerts, live remotes.
- Regular correspondence with listeners, donors, industry and community leaders to best represent the ministry from a Christ-honoring perspective.
- Conduct tours of the studios, as needed.

#### **3. Voice Tracks**

Prepare and produce pre-recorded voice tracks, as needed.

#### **4. On-Air Show**

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.

#### **5. Show Flow**

Answer phones, produce and schedule on-air contests and audience interaction. Maintain forward momentum to keep your show moving and the energy up.

#### **6. Show Content**

Coordinate content and flow of the show, regarding interviews, promotions, phone calls, and last minute changes.

#### **7. Interviews**

Prepare, schedule, and produce interviews with Christian musical artists and community leaders as directed by Fuzión Program Director.

#### **8. PraiseShare Hosting**

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



**9. Continuing Professional Improvement**

Attend other seminars, classes, and conferences pertaining to ministry/industry growth, as needed.

**10. Social Media Interaction**

Under the direction of the Fuzi3n Outreach Director, engage the Fuzi3n audience through social media, blogs and video to deepen the relationship with our listeners and expand our ministry.

**11. Other duties**

Other duties as assigned by Fuzi3n Program Director or EMG VP of Programming.

### III. 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 Encouragement Media Group 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 Encouragement Media Group 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)

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

**Vision/Sight/Hearing:**

Vision-Far Acuity*	<b>F</b>
Vision-Near Acuity*	<b>C</b>
Vision-Depth Perception*	<b>C</b>
Vision-Peripheral	<b>C</b>
Color Vision*	<b>C</b>
Listening*	<b>C</b>
Hearing Acuity	<b>C</b>

**Environmental Conditions:**

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

**Travel Requirements:**

Local day trips*	<b>C</b>
Overnight	<b>O</b>

**Physical Strength:**

Sedentary Work*	<b>C</b>
Light Work*	<b>C</b>
Medium Work	<b>F</b>
Heavy Work	<b>F</b>
Very Heavy Work	<b>R</b>
Amount / pounds lifted*	<b>50</b>
Amount / pounds carried*	<b>40</b>

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_