

Gold Coast Broadcasting

Employment Opportunity

Application Deadline: January 31, 2016

Job Title: Part-Time Morning Show Producer

Station or Department: Programming Operations

Part-Time Schedule: Monday – Friday 4:45 AM – 10:15 AM

FSLA Status / type of Pay: Non-Exempt - Hourly

Job Description / Requirements:

Gold Coast Broadcasting LLC in Ventura is looking for a highly organized individual with great communication skills to handles tasks such as:

- 1.) Provide Board Operator support for remote events
- 2.) Answering phone calls and greeting guests/listeners in a polite quick manner
- 3.) When prompted by host, microphone for input.
- 4.) Coordinating the calls for contests and completing paperwork to support prize distribution.
- 5.) Arrive on time to work daily

Ideal candidate should have previous broadcasting board operator experience, but not required. Applicants must be comfortable working with computers in a PC/Windows environment.

Interested applications should send (i.e. cover letter, resume, MP3, etc.) to:

Attn: Marissa Garcia
Fax: (661) 999-6700
Email: jobs@goldcoastbroadcasting.com
Mail: 2284 S. Victoria Ave, Ste. 2G Ventura, CA 93003

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