

WPFW PROGRAM DIRECTOR

Overview

The Program Director (PD) reports to the General Manager and works collaboratively with other members of the management team and the Local Station Board (LSB), and in concert with the Pacifica Network. The PD is responsible for overall quality of station sound and provides direct supervision to over 100 volunteer programmers and producers. This position requires knowledge, vision and innovation.

Duties and Responsibilities:

1. Oversee strategy for content and positioning of WPFW's programming services
2. Develop audience research protocols and audience building strategies
3. Review and approve program proposals
4. Supervise and communicate regularly with volunteer programmers and paid programming staff; including regular review and evaluation of their performance
5. Facilitate coaching and training of programmers, volunteers, and interns/trainees
6. Ensure compliance with FCC, CPB, and Pacifica rules and regulations
7. Working with the LSB and the Community Advisory Board (CAB), and under the direction of the General Manager:
 - (a) Develop and implement fair, collaborative and respectful systems for evaluating existing and proposed programs; and
 - (b) Ensure that station programming is responsive to the diverse needs of the listeners and communities served by the station, and otherwise fulfils the purposes of the Pacifica Foundation and the station mission
8. As part of the Management Team
 - (a) Work closely with the Development Department to position WPFW program services for philanthropic support;
 - (b) Oversee special production projects including remote and location recording activity;
 - (c) Participate in on-air membership planning, off-air fundraising, and community events;
 - (d) Participate in budget preparations
9. Supervise the work of News, Public Affairs and Cultural Affairs departments and prepare periodic and annual job performance evaluations of department heads
10. Coordinate programming with Pacifica National and other Pacifica stations and affiliates
11. Provide monthly programming reports to the General Manager, LSB, and CAB.
12. Other duties as assigned

Minimum Requirements / Qualifications

1. Education / Experience
 - (a) 6 years experience in broadcasting of which 2 years must be in management and supervision including experience with volunteer supervision
 - (b) BS/BA Degree, preferably in Broadcasting and Management. Additional years of experience in broadcasting and management may compensate for lack of degree requirement, where two additional years experience = 1 year education requirement
2. Be able to work a flexible schedule
3. Knowledge of radio and media research tools
4. Knowledge/experience with developing and/or utilizing new and emerging media platforms
5. Familiarity with AudioVault, Adobe Audition and the Public Radio Satellite System or equivalent, or the demonstrated capacity and willingness to quickly learn
6. Experience with remote and location production and recording activity will be a plus!
7. Ability to work and interact with various communities, funders and strategic partners.
8. Ability to generate written reports
9. Strong computer skills
10. Exceptional organizational skills
11. Have an informed interest in local, national and international news and public affairs
12. Have a thorough knowledge and appreciation for jazz, and the music and cultural heritage of communities served by the station
13. Willingness to adhere to WPFW [\[link\]](#) and Pacifica Mission [\[link\]](#) and By-Laws [\[link\]](#).

WPFW and the Pacifica Foundation reserve the right to revise this job description at any time.

The Station and Communities

WPFW 89.3-FM is a community radio station in the nation's 8th largest market, providing a distinctive media voice to the Washington DC metropolitan area and beyond. The station has earned a reputation among its listeners as a trusted voice in the African American and progressive communities and the legitimate repository for Jazz heritage. Through the work of countless volunteers, the station has produced unique and powerful programming for a broad array of diverse communities for over 33 years.

This position is classified full-time exempt, with a competitive benefit plan. The Pacifica Foundation is an Equal Opportunity Employer. The Foundation does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Women and minorities are encouraged to apply.