



Mission Statement

Relevant Radio® assists the Church in the New Evangelization by providing relevant programming through media platforms to help people bridge the gap between faith and everyday life. We believe that Jesus Christ can transform people's lives, and that media has the power to deliver this message of hope in powerful and transformative ways. We exist to bring the beauty, goodness and truth of the Catholic Faith into the everyday lives of people who seek it, whenever and wherever they are.

Guiding Principles

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

Position Title: Production Associate

Reports to: Director of Programming and Production / Production Director

Function Summary: Phone screen, board operation, audio editing, research and show support as needed.

Responsibilities:

- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Adhere to Relevant Radio policies and procedures.
- Audio editing and long and short-form production for the Relevant Radio network.
- Production of various network elements; promotions, sales, sponsorships, devotional segments and special features.
- Track spots for client billing, as needed.
- On-air voice work for the local and network, as needed.
- Provide back-up board operation and call screen duties, as needed.
- Support on-air pledge drives as directed.
- Perform a variety of other tasks as assigned.

Experience and Skill Requirements:

- Practicing Catholic with a solid understanding of Catholic teaching and how it relates to on-air content.
- 1 - 3 years of broadcast media experience preferred.
- Professional and versatile vocal quality, style and delivery.
- Ability to speak, read and write in English.
- Ability to learn Audio editing software programs; work with Adobe Audition/Cool Edit programs.
- Able to work under the pressure of live radio.
- Strong interpersonal, communication skills.
- Strong organizational skills and ability to work with deadlines.
- Ability to keep flexible hours.