KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

ON-AIR ANNOUNCER

(One Full-time, Non-exempt position)

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Copy of High School Diploma or GED
- ☐ College Transcripts, if applicable
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ Air Check/Demo
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: **personnel@kbic-nsn.gov**

Distribution Date: October 11, 2016

Closing Date: October 25, 2016 at 4:00pm

11 Oct 2016
TERO Approval Date

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

POSITION DESCRIPTION

POSITION: **ON-AIR ANNOUNCER**
Full-time, Non-exempt Position

LOCATION: Eagle Radio Studios - Baraga, Michigan

SUPERVISORY CONTROL: Eagle Radio General Manager

SALARY: Grade 4 (minimum starting wage = $11.47/hour)

QUALIFICATIONS:

- High School Diploma or Equivalent **AND** one (1) year commercial radio experience.

OR

- Broadcasting Associate's Degree from a recognized trade school or university.
- Must have a pleasant, well controlled voice, good timing, excellent pronunciation and use of correct grammar.
- Must be able to exhibit excellent communication skills including public speaking and written skills.
- Working knowledge of radio-station equipment and software is required
- Must have valid, unrestricted Michigan Driver's License reliable vehicle and vehicle insurance, a good driving record, and be insurable to drive fleet vehicles.
- Must be highly motivated and able to work independently.
- Must be willing to learn new and challenging skills.
- Must be willing to work variable shifts (including evenings and weekends) and receive training.
- Must be computer literate.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug test.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Attendance and punctuality is critical.
2. Memorizes script, reads, or ad-libs to identify station, introduce and close shows, and announce station breaks, commercials, or public service information live on air.
3. Reads news flashes to keep audience informed of important events.
4. Describes public events such as parades, conventions, and special promotions live on air.
5. Downloads weekly shows and transferring commercials.
6. Interviews guests, such as sport or other public personality, and moderates panel or discussion show to entertain audience.
7. Keeps daily program log.
8. Operates control console.
9. Host specialty shows.
10. Performs additional duties, such as operating radio transmitter or writing advertising copy.
11. May be used as voice characterization for commercials and public service announcements.
12. Will be trained in the areas of on-air announcing, commercial production, live remote broadcast, mobile DJ services.
13. Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; works with integrity and ethically; upholds organizational values.
14. May be required to travel.
15. Prioritizes and plans work activities.
16. Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
17. Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kids of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the poison will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not motioned that are of similar kind or level of difficulty.

Distribution Date: October 11, 2016 **Closing Date:** October 25, 2016 at 4:00pm

NAME: _____ POSITION: **On-Air Announcer**

Please list your specific experience and knowledge in regards to the following qualifications:

High School Diploma or Equivalent and one (1) year commercial radio experience **OR** Broadcasting Associate's Degree from a recognized trade school or university.

A pleasant, well controlled voice, good timing, excellent pronunciation and use of correct grammar.

Excellent communication skills including public speaking and written skills.

Working knowledge of radio-station equipment and software.

Valid, unrestricted Michigan Driver's License, reliable vehicle and vehicle insurance, a good driving record, and be insurable to drive fleet vehicles.

Highly motivated and able to work independently.

Work variable shift (including evenings and weekends) and receive training.

Must be computer literate.

Information for Applicants for

EAGLE RADIO

Dear Applicant:

We sincerely appreciate your interest in employment with Eagle Radio, owned and operated by the Keweenaw Bay Indian Community.

The Federal Communications Commission requires broadcast licensees to keep records and file reports regarding employment applications and inquires of resumes received.

To assist us in fulfilling that requirement, would you please take a moment to fill out the brief questionnaire below and return it to us. This information is voluntary and is strictly for our required posting purposes. It has no bearing whatsoever on your qualifications for employment and will not result in any adverse personnel action against you. THIS INFORMATION WILL NOT BE ATTACHED TO YOUR APPLICATION FOR EMPLOYMENT OR RESUME AND WILLNOT BE AVAILABLE TO THOSE EMPLOYEES WHO WILL BE CONSIDERING YOU FOR EMPLOYMENT.

We would appreciate your assistance. If this form has been mailed to you, a self-addressed return envelope is enclosed for your convenience.

Please fill out this portion and return to us. Thank you.

Please print or type.

Name: _____

Address: _____

_____

Position sought: _____

Referred by: _____

This information is for required Federal Communications Commission reporting purposes and has no bearing on your qualifications for employment.