

Broadcast Center Overview

Transmits live radio throughout the day and records television news and advertising.



<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Signs all business payroll checks. 3. Oversees business operations and makes business decisions. 4. Opens Utility Account. 5. Works with employees to determine pricing of citizen song requests. 6. Signs Insurance Policy and Rental Agreement. 7. Completes the Business Improvement Plan. 8. Writes television editorial and records it for the broadcast video. 9. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Makes business loan payments and tracks loan payoff progress.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Prepares and sends advertising invoices. 3. Collects Radio advertisements and delivers to the DJ to read on the air. 4. Sets up Point of Sale system. 5. Greets customers, assists them with song requests, and processes payments. 6. Solicits song requests from JA Staff. 	<p style="text-align: center;">CAMERA OPERATOR</p> <ol style="list-style-type: none"> 1. Reviews and understands processes for effective filming and how to operate camera equipment. 2. Films Opening Town Meeting. 3. Films business ads and studio interviews. 4. Works in close partnership with the Production Assistant, Host/Anchor, and Reporter.
<p style="text-align: center;">DJ</p> <ol style="list-style-type: none"> 1. Selects music for airtime. 2. Completes scheduling of on-air play list, news and sports reports, ads, weather, announcements, etc. to avoid "dead air". 3. Clearly reads ads, announcements, and song requests with enthusiasm and energy. 4. Assists Ad Executive with greeting customers, taking song requests, and processing payments, when necessary. 	<p style="text-align: center;">HOST / ANCHOR</p> <ol style="list-style-type: none"> 1. Writes, practices, and reads an introductory speech on camera. 2. Works in close partnership with the Camera Operator and Production Assistant to film television advertisements from all businesses. 3. Conducts on camera interviews with business representatives.
<p style="text-align: center;">PRODUCTION ASSISTANT</p> <ol style="list-style-type: none"> 1. Works as a team with the Host/Anchor and Camera Operator. 2. Collects television ads from businesses and escorts a business representative to the television studio to read that ad on camera. 3. Helps organize business representatives for on camera interviews with the Host/Anchor. 4. Holds interview cue cards to assist in smooth interviews. 	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none"> 1. Interviews citizens for newsworthy stories. 2. Writes news stories utilizing the reporter guidelines. 3. Works with DJ and TV Production Assistant to schedule time to read news stories on air.

