



Show Host and Media Producer

Position Profile:

Mater Dei Radio is in prayerful pursuit of a Catholic media all-star! Are you passionate about leading souls to Jesus through the Blessed Virgin Mary? You could be our next Show Host and Media Producer. This full-time position leads the planning, promotion, and execution of outstanding, engaging Catholic programming across multiple platforms, including the Hail Mary Media app.

The ideal candidate will have experience in broadcast communications, including audio and video production (both preferred). Individual must be highly dependable, an outstanding public presenter, and technically inclined, with the skills to work successfully under the pressure of live multi-media broadcasts.

Responsibilities:

- Support the Catholic mission of Mater Dei Radio in the New Evangelization.
- Provide in-studio co-hosting for weekday morning show (6:00 am – 9:00 am): use creativity, imagination, and exercise of prudential judgment in producing segments for on-air and on-demand multimedia platforms.
- Collaborate and support the morning show team: schedule compelling guests for interviews, assemble daily show schedule, assist with listener follow-up, and update podcast distribution platforms.
- Program and manage digital automation equipment.
- Support on-air Sharathons and other special events programming.
- Follow and enforce FCC regulations: maintain broadcast equipment compliance within technical requirements, execute EAS procedures, maintain Public File, and compile Quarterly Issues & Programs report.
- Perform a variety of other tasks as assigned.
- Adhere to Mater Dei Radio's standards, policies, and procedures.

Experience and Qualifications:

- Support the Magisterium of the Catholic Church; practicing Catholic preferred.
- Extensive digital audio editing experience (w/video preferred); including Adobe Audition, Adobe Premiere, and broadcast automation systems.
- 2 – 5 years of live broadcasting and production experience preferred.
- Creative, effective digital and social media content strategist.

- Strong written communication and interpersonal skills. Professional and versatile vocal quality, style and delivery. Ability to speak, read, and write in both English and Spanish preferred.
- Dependability is a must; tardiness is not an option.
- Strong organizational skills and ability to work under tight deadlines, with focus and attention to detail.
- Calm demeanor. Ability to perform under high demands of live broadcasting.
- Ability to keep flexible hours, including occasional weekend times.
- Ability and willingness to travel on occasion. Valid driver's license required.
- College degree, Associates degree, or equivalent from two-year college or technical school preferred. High school diploma or equivalent required.

What Mater Dei Radio Offers You:

- Competitive pay, based upon experience and performance.
- Medical, Dental, and Vision Insurance package.
- SIMPLE Individual Retirement Account (IRA) with company match.
- Vacation and Holidays to enjoy the fruits of your labor.
- Opportunities for spiritual growth and development.
- An unparalleled Pacific Northwest lifestyle with rich Catholic resources.

How to Apply:

Send a cover letter of interest indicating why you want to work in Catholic media, a resume highlighting your relevant work experience, and an MP3 audio production sample with your voice to materdeiradiojobs@gmail.com. No phone calls please.

About Mater Dei Radio:

Mater Dei Radio is a 501(c)3 Rosary Apostolate that proclaims the Gospel of Jesus Christ. Operating under our parent organization Catholic Broadcasting Northwest, we envision a region where there is a vibrant, expanding audience with a personal connection to Jesus Christ through Catholic media.

Mater Dei Radio is America's oldest lay-owned Catholic Radio Apostolate with more than 33-years of dedicated service to Jesus Christ through the Blessed Virgin Mary.

Mater Dei Radio is an Equal Opportunity Employer (EOE).