



# FOUR CORNERS BROADCASTING LLC

Four Corners Broadcasting:

Job / Openings 2021

• **Operations Assistant (April)**

Four Corners Broadcasting is in need of a **Part Time Operations Assistant**. Essential Duties and Responsibilities: Provides support to Operations Manager as needed, maintains station streaming pages and all customer content, audits monthly streaming invoices and identifies discrepancies, works directly with the Sales Manager and team members to maximizes productivity through proficient use of appropriate software applications, processes and maintains sales one sheets, via Google doc platform, enters traffic orders as needed, processes station traffic logs as needed, and understands front office procedures and operations such as prize protocol, daily cash deposit and other clerical services.

Experience:

Benefits:

- 1 – 2 years administrative
- Web and Social: 1 years (Preferred)

- Durango Sports Club membership
- Tickets and station perks

Education:

Schedule:

- Bachelor's (Preferred)

- Monday through Friday
- 4 hours a shift

Compensation:

Desired Skill(s):

- \$17 - 20 hrs per pay period

- Knowledge of Microsoft office: Excel, Word, Outlook, and Power Point.
- Work independently and/or with team members
- Highly motivated self-starter
- Writing and basic accounting math skills
- Customer service

Paid Training:

- Yes

Work Location:

- Durango
- Remote available

Ability to effectively communicate with all levels of the organization

Published opening in the following locations:

InDeed, Durango Herald and affiliates (print and online) Colorado Broadcasters Association on-line job board, radiodurango.com webpage

4 responses 3 female 1 male





# FOUR CORNERS BROADCASTING LLC

## • Board Ops and Production Producer position (June)

Four Corners Broadcasting has an exciting opportunity available for additional **part time board ops and production producers**. Responsibilities include but not limited to shows production, commercial production, loading station logs, covering the board for local and regional games, as well as additional board shifts as assigned. Experience preferred but will train. If you're a dynamic personality email your resume and cover letter to [chad@radiodurango.com](mailto:chad@radiodurango.com). No calls please. Four Corners Broadcasting is an equal opportunity employer.

### Experience:

- On Air 1 years (Preferred)

### Benefits:

- Tickets and station perks

### Education:

- High School
- Bachelor's (Preferred)

### Schedule:

- Weekends required 4 to 5 hours, per day

### Compensation:

- Hourly

### Desired Skill(s):

- Knowledge of Microsoft office: Excel, Word, Outlook, and Power Point.
- Work independently and/or with team members
- Highly motivated self-starter
- Ability to effectively communicate with all levels of the organization

### Paid Training:

- Yes

### Work Location:

- Durango
- Travel to surrounding area may be required

Published opening in the following locations:

Colorado Broadcasters Association on-line job board, [radiodurango.com](http://radiodurango.com) webpage & facebook  
2 responses 0 female 2 male





# FOUR CORNERS BROADCASTING LLC

## • Radio Account executive position (June)

Four Corners Broadcasting has an exciting opportunity available for additional **Radio Account Executives**. You will be responsible for helping our Four Corners area businesses grow through the effective use of radio advertising by establishing new contacts and working with existing accounts to maximize their marketing objectives. FCB will provide you with on-going training, a fun work environment, and a generous commission and bonus package. Sale experience preferred, but will train the right candidate. If you're a self starter, creative, with a dynamic personality, and enjoy working with people, email your resume and cover letter to our General Sales Manager [kim@radiodurango.com](mailto:kim@radiodurango.com) No phone calls please. Four Corners Broadcasting is an equal opportunity employer.

### Experience:

- Sales: 1 years (Preferred)

### Education:

- Bachelor's (Preferred)

### Compensation:

- Base Salary
- Commission
- Gas and phone stipend

### Paid Training:

- Yes

### Work Location:

- Durango
- Travel to surrounding area may be required

### Benefits:

- Aflac supplemental insurance
- Paid time off
- Durango Sports Club membership

### Schedule:

- Monday through Friday
- 8 hour shift
- Weekends required as needed

### Desired Skill(s):

- Knowledge of Microsoft office: Excel, Word, Outlook, and Power Point.
- Work independently and/or with team members
- Highly motivated self-starter
- Networking
- Customer service
- Ability to effectively communicate with all levels of the organization

Published opening in the following locations:

InDeed, Durango Herald and affiliates (print and online) Colorado Broadcasters Association on-line job board, radiodurango.com webpage

12 responses 6 female 6 male





# FOUR CORNERS BROADCASTING LLC

## • Public Affairs Coordinator (Sept)

Four Corners Broadcasting is in need of a Part Time **Public Affairs Coordinator**. This position will be solely responsible for collecting, editing and producing all Public Affairs programs including maintaining the station's Issues report for FCC filings along with community relation building and support. Web and Social Media experience is preferred but will train the right candidate. FCB will provide on-going training, a fun work environment, and great perks. If you're a self starter, creative, with an eye for detail, and are great at time management, email your resume and cover letter to our Operations Manager at [kristin@radiodurango.com](mailto:kristin@radiodurango.com). No phone calls please. Four Corners Broadcasting is an equal opportunity employer.

Experience:

- Web and Social: 1 years (Preferred)

Benefits:

- Durango Sports Club membership
- Tickets and station perks

Education:

- Bachelor's (Preferred)

Schedule:

- Monday through Friday
- 3 hours a shift

Compensation:

- \$15.35 (Livable wage) 30 hrs per pay period

Desired Skill(s):

Paid Training:

- Yes

- Knowledge of Microsoft office: Excel, Word, Outlook, and Power Point.
- Work independently and/or with team members
- Highly motivated self-starter
- Networking
- Customer service
- Ability to effectively communicate with all levels of the organization

Work Location:

- Durango
- Remote available

Published opening in the following locations:

Colorado Broadcasters Association on-line job board, radiodurango.com webpage, facebook  
1 responses 0 female 1 male





# FOUR CORNERS BROADCASTING LLC

## • Country Station Morning Host position (Oct)

Four Corners Broadcasting has an exciting opportunity available for a Morning Host on our country station KRSJ. We are looking for someone with a passion for radio and country music who is willing to implement news ideas while working within a developed format. You would be responsible for a weekday, 6 hour LIVE AM air shift, commercial production, merging of station logs, as well as additional board shifts as assigned. Experience is preferred but will train the right fit. If you're a team player who has a dynamic personality and a love for music emails your resume and cover letter to [chad@radiodurango.com](mailto:chad@radiodurango.com). No calls please. Four Corners Broadcasting is an equal opportunity employer.

### Experience:

- On Air 1 years (Preferred)

### Benefits:

- Durango Sports Club membership
- Tickets and station perks
- Paid vacation after 1 year

### Education:

- High School
- Bachelor's (Preferred)

### Schedule:

- Weekdays, full time 8 hours per day

### Compensation:

- Salary

### Desired Skill(s):

- Knowledge of country music a plus
- Knowledge of Microsoft office: Excel, Word, Outlook, and Power Point.
- Work independently and/or with team members
- Highly motivated self-starter
- Ability to effectively communicate with all levels of the organization

### Paid Training:

- Yes

### Work Location:

- Durango
- Travel to surrounding area may be required

Published opening in the following locations:

InDeed, Colorado Broadcasters Association on-line job board, radiodurango.com webpage & facebook

4 responses 0 female 4 male

