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# Example of Air Talent Job Description

Our innovative and growing company is looking to fill the role of air talent. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for air talent

* Assists in scheduling staff for on-air shifts, remotes, and appearances
* Assists in identifying, recruiting, and coaching on-air talent, producers, mixers
* Assists in writing and producing station imaging
* Schedules daily music log for stations and ensures logs are loaded properly into the automation system
* May take part record label calls or meetings internal music meetings with programming staff
* Hosts an approved and previously agreed upon on-air shift
* Prepares for an on-air shift with use of creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting of on-air material
* Maintains a website personality blog page
* Checks that studio equipment is functioning properly and notifies Engineering of technical malfunctions affecting quality of the broadcast
* Full-time on-air shift

## Qualifications for air talent

* Experience with Kronos Workforce
* Experience with Talent Relations
* Maintain a website personality page
* COMPUTER CAPABILITY – intermediate to advanced skills necessary with following applications
* Must be available to work weekends, holidays, and fill in as needed on regular basis
* Interested candidates must submit a resume/CV and link to demo reel to be considered