

EMMA ECCLES JONES KIDZ RADIO STATION MANAGER & MENTOR
AVAILABLE IMMEDIATELY AND OPEN UNTIL FILLED

Position Details: Emma Eccles Jones KIDZ Radio Station Manager & Mentor

Location: Kahlert Youth Media Arts Center, Salt Lake City, Utah*

FLSA Status: Full-time, exempt

Reports to: In-House Program Director

**Due to the collaborative nature of this position and Spy Hop's youth-centered work, this job is in-person.*

Job Description:

Spy Hop is seeking a creative, fun, experienced radio practitioner and educator to serve as our **Emma Eccles Jones KIDZ Radio Station Manager & Mentor**, a founding role dedicated to building and launching our first low-power FM (LPFM) radio station from the ground up. You will be the station's daily operator, compliance guardian, and primary teacher (mentor), working side by side with young people to create content for a broadcast audience. This is not a traditional community radio station manager role; Spy Hop provides the organizational infrastructure, and your focus will be on programming, compliance, and youth mentorship, bringing Salt Lake's youth-led radio station to life.

In this role, you'll help design and launch every aspect of our new LPFM station (KIDZ 92.9 FM): establishing FCC-compliant policies and workflows, setting up broadcast operations, and shaping the station's identity and programming structure. You'll manage FCC logs and reporting, maintain day-to-day station operations, and design and deliver youth radio curriculum that reflects Spy Hop's youth-centered mentorship model. You'll teach students (15-19) to produce and broadcast content that centers their voices, and collaborate with our mentor team and program leadership to integrate radio into broader youth media programming. We're looking for someone with hands-on radio experience (ideally community or LPFM), solid FCC knowledge, basic broadcast equipment troubleshooting skills, and a deep commitment to youth-driven, asset-based mentorship. If you're a radio junkie who wants to build and launch something meaningful from the ground up with an experienced positive youth development team behind you, we want to hear from you.

DUTIES and RESPONSIBILITIES:

RADIO MENTOR (~40%)

- Develop and deliver scaffolded, community radio-focused curriculum for students interested in radio production, using Spy Hop's pedagogy and program delivery framework (foundational and apprenticeship-style programs) as a guide.

- Co-create Spy Hop's approach to radio production and broadcasting workforce development, building on our current partnership and longstanding relationship with KRCL 90.9 FM and our existing Loud & Clear Youth Radio program.
- Prepare, coach, and support students in creating and facilitating the weekly on-air programming schedule.
- Conduct ongoing student mentorship, offering support beyond the classroom, including resume building, portfolio development, letters of recommendation, and career coaching.
- Ensure all student-produced content meets FCC broadcast standards and aligns with Spy Hop's values around authentic youth voice.
- Facilitate the student applicant selection process, including outreach, interviews, and regular check-ins.
- Collaborate with marketing on outreach and recruitment for radio programs, actively participating in the outreach and recruitment efforts for the KIDZ program.
- Foster a safe, inclusive studio culture that encourages self-expression, goal-setting, and the recognition of students' artistic identities, with young people at the center.
- Administer required evaluation and assessment tools for students and programs.
- Complete end-of-class requirements, including final projects, program evaluations, class photographs, and archiving of student work.
- Track daily attendance and follow required reporting protocols.
- Build and maintain strong relationships with students, parents, community partners, and industry professionals.
- Provide consistent, full-time mentorship to students throughout their participation in radio programs.

STATION MANAGER & FCC COMPLIANCE (~40%)

- Build the station from the ground up in partnership with Spy Hop leadership: define the station's identity and sound, define and oversee day-to-day operations, and establish the systems, policies, and workflows a new LPFM station needs.
- Serve as the station's designated Chief Operator under FCC rules once the license is granted.
- Ensure compliance with all regulatory requirements, including FCC rules and regulations; maintain FCC filings and records and support license renewals.
- Review and sign station logs as required by the FCC; maintain complete and accurate operating records.
- Manage Emergency Alert System (EAS) compliance, including required tests and logging.
- Ensure the transmitter operates within licensed parameters; oversee inspections, calibrations, and maintenance of transmission and monitoring equipment as needed.
- Build and manage the broadcast day: programming clock, automation system, music library, announcements, and station representation.

- Create and implement programming schedules; schedule and air student-produced programming (youth-led, youth-informed) alongside music and community content.
- Maintain studio facilities, hardware, and the full audio chain; troubleshoot technical issues and coordinate with Spy Hop's tech team and external radio consultants as needed.
- Develop station policies, safety procedures, and training/certification pathways for students.
- Develop and implement strategies to grow and deepen audience engagement with the station.

ORGANIZATIONAL CONTRIBUTION (~20%)

- Collaborate with the mentor team across film, music, audio, and design to create cross-disciplinary opportunities for students.
- Represent the station and Spy Hop at community events, open houses, the Annual Benefit, and with media partners.
- Assist the Development team as needed with program narrative, data, stories, donor recruitment, funder recognition, and final product copies.
- Manage the radio operations budget and equipment purchasing, including monitoring expenses and preparing financial reports.
- Track honorarium and program supplies budgets and report as needed.
- Manage peer mentor stipend hours and requests for payroll.
- Recruit and supervise volunteer and community programmers (alumni) as the station grows.

QUALIFICATIONS:

Required

- 3-5 years of experience in radio broadcasting, station operations, education, youth development, and/or applicable work in after-school programming
- DJ, radio production, and/or broadcast experience; working knowledge of FCC regulations for noncommercial stations, including logging, EAS, and license compliance
- Experience with audio production software and broadcast consoles and automation software
- Genuine experience and joy in teaching or mentoring young people; experience working with youth and families from diverse backgrounds
- A builder's mindset and enthusiasm; excited to create a program that does not yet exist, comfortable with the creative process, ambiguity, and willing to be the person responsible for keeping a station on the air
- Commitment to youth development, equity, and amplifying voices that mainstream media overlooks
- Must be proficient in Word, Excel, and cloud-based applications
- Must have own transportation and a valid driver's license

- Must pass a criminal background check (required for work with minors)

Preferred

- Bachelor's Degree in related field (arts, arts education, engineering, youth development)
- SBE certification (e.g., Certified Broadcast Technologist) or equivalent technical training
Experience at a community, college, LPFM, or educational station
- Podcast production and distribution experience
- Curriculum design experience; familiarity with youth development or restorative practices
- Experience working with youth-in-care, rural, or Indigenous communities
- Fluency in Spanish

Compensation & Benefits

Salary: Commensurate with education and experience; salary range \$40,000 to \$50,000. Optional tiered benefits package starts with 50% health, dental, and vision coverage, a 3% IRA match, 20 days of PTO, 15 paid holidays, and 7 days of wellness/sick time. Spy Hop is committed to its employees' professional growth and development and, as such, offers paid time off for employees to attend conferences, trainings, and other activities to support them in their positions.

Spy Hop is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities, and veterans are encouraged to apply.

How to Apply: No phone calls, please. Please email your resume, cover letter, and references to:

Adam Sherlock, In-House Program Director
adam@spyhop.org

About Spy Hop: Spy Hop is a highly effective, nonprofit youth media arts and educational enrichment center founded in 1999 and located in downtown Salt Lake City. Our mission is to mentor young people in the media arts to help them find their voice, tell their stories, and effect positive change in their lives, communities, and the World. Spy Hop's programs occur in dynamic studio environments where young people of all backgrounds produce their own narratives and solutions to their challenges. Our afterschool and community programs in film, audio, design, and music are a model for positive youth development programs nationwide.

Our Commitment to Antiracism: We believe that anti-racism is the process of becoming aware of and acknowledging the impact of racial oppression within our current social, political,

and institutional systems, while actively and intentionally working in community to replace those systems with pedagogies, policies, and practices that lead to collective liberation – the truth that none of us are free until all of us are free. As an antiracist organization, Spy Hop is committed to changing the systems of oppression that disproportionately impact many of our students and their communities. Spy Hop's antiracism practices are rooted in hope, action and accountability, and the belief that collective liberation is truly possible.

Our Culture: We celebrate a culture at Spy Hop that is a fun, dynamic, evolving ecosystem; one that nurtures the vibrant, creative, individuality of youth and staff by communicating openly, honoring our multiculturalism, and affirming our intergenerational wisdom in such a way that all participants within the ecosystem have the capacity to thrive.