



Full-Time Bilingual Production Assistant

BORDER MEDIA Radio is one of the largest and most diversified radio broadcasting companies in Texas, with several radio stations located in major cities throughout Texas. Our success is the result of extraordinary employees and an exemplary management team who believes in a vision and is dedicated to making BORDER MEDIA Radio a communications powerhouse. We are advancing the world of Broadcasting and we want YOU to join our winning team!

We currently have a full-time opportunity for a creative and detail-oriented individual. The ideal candidate will be bilingual with fluency in speaking, reading and writing Spanish and English. This person should be familiar with all aspects of audio production and radio station operations and will also serve as the receptionist for the stations.

Qualifications: Duties and Responsibilities

- Creative production (voicing, writing, dubbing, editing) of commercials for clients and station
- Produces commercials for broadcast, writing copy, creating spec spots, and handling assorted audio production projects including station imaging and creative services help
- Translation of written copy from both English to Spanish and Spanish to English
- Works with the traffic department to ensure all commercial copy and air dates/times
- Organizes and maintains filing systems
- Answering incoming calls for multiple radio stations
- Greet station visitors
- Distribute prizes to listeners
- Data entry
- Assist with other administrative tasks as needed

Other Requirements: Minimum Qualifications for Consideration:

- Fluent in both Spanish and English (speaking, reading, writing)
- Requires the ability to work with all levels of management and departments
- Requires knowledge of production software and traffic systems
- Knowledge of Adobe Audition a plus
- Requires excellent interpersonal and organizational skills
- Ability to multi-task and handle pressures and deadlines
- Web and graphic design a plus
- Must be available to work Monday through Friday from 8:30am to 5:30pm

Qualified applicants MUST send demo of commercial production with resume. Please respond via email to: lmcbroom@bordermedia.com

Border Media is an Equal Opportunity Employer