



NOW HIRING

OZARKS PUBLIC BROADCASTING IS SEEKING A SPECIAL EVENTS ASSISTANT TO WORK FOR KSMU RADIO AND OZARKS PUBLIC TELEVISION.

BACKGROUND: Ozarks Public Broadcasting is comprised of the local NPR and PBS stations, KSMU Radio and Ozarks Public Television. Located on the campus of Missouri State University in Strong Hall, the stations broadcast local and national programming to a wide range of audiences. Special events for the stations include family-friendly outings, online auctions, on-air fundraisers, wine and food tastings, and more.

POSITION TITLE: Special Events Assistant

STUDENT STATUS: Work Study Optional –You are not required to be a Federal Work Study Recipient to hold this position.

WORK LOCATION: Springfield Campus - Strong Hall

DEPARTMENT/EMPLOYER OPERATING HOURS: M-F 8am-5pm; some evening/weekend hours required for events

TARGET START DATE: August 2024

DESCRIPTION OF PRIMARY DUTIES: The Special Events Assistant provides support for the planning and execution of special events for Ozarks Public Television and KSMU Radio, including project management of OPT's semi-annual fundraising auctions. Responsibilities include working with professional staff to coordinate logistics for events, assisting with marketing and promotions, contacting businesses to secure donations for events, and staffing events. Other duties as assigned.

QUALIFICATIONS: This position requires strong written and verbal communication skills. Digital media experience is preferred.

PAY: \$12.00/hr

REQUIRED NUMBER OF HOURS PER WEEK: 10-15 hours

APPLY: Submit resume, cover letter, and two letters of recommendation to Stefanie McCall, Community Engagement Coordinator, at StefanieMcCall@MissouriState.edu.