



Assistant Station Manager

93.7 The Ticket — KNTK-FM Lincoln, Nebraska

93.7 The Ticket is a locally owned, independent sports talk radio station located in a street-level studio in downtown Lincoln. The station broadcasts live sports talk programming Monday through Friday from 6:00 a.m. to midnight and Saturday and Sunday from 7:00 a.m. to 10:00 p.m. Our facility also includes a retail coffee shop that operates alongside the radio station and serves listeners, guests, customers, and the downtown community.

We are seeking a dependable, organized, and solutions-oriented **Assistant Station Manager** to help ensure the smooth daily operation of both the radio station and coffee shop.

This position works closely with the Station Manager, Program Director, ownership, bookkeeper, station staff, vendors, and contractors. The role is primarily operational and administrative, with light supervisory responsibility. It does not include regular on-air duties.

The ideal candidate is interested in building a long-term career in broadcast operations, station administration, retail operations, or media management rather than primarily pursuing an on-air or play-by-play role.

Key Responsibilities

- Help ensure daily and weekly programming is executed according to schedule.
- Monitor staffing and work with station leadership to address scheduling or operational gaps.
- Coordinate station events, remote broadcasts, travel, promotions, and other special activities.
- Help oversee the daily operation of the station's retail coffee shop, including staffing coordination, supplies, equipment, customer-service standards, and communication between the coffee shop and station.
- Ensure the shared street-level studio and retail space remains organized, professional, functional, and welcoming.
- Coordinate contractors and vendors responsible for broadcast equipment, computers, office equipment, vehicles, plumbing, HVAC, internet service, and other facility needs.

- Monitor the quality of the station's on-air sound and contact engineering support or assist with troubleshooting when needed.
- Maintain merchandise, coffee shop, office, and operational supply inventories and place approved orders.
- Keep the station vehicle clean, maintained, and ready for events and remote broadcasts.
- Enter traffic orders as needed to support sales, management, and ownership accounts.
- Work with the bookkeeper as needed to support smooth station and coffee shop operations, while not having primary responsibility for bookkeeping.
- Provide basic direction and oversight to the station's small intern and support staff team.
- Stay current on FCC requirements, assist with required filings, and help ensure staff understand applicable rules.
- Communicate operational issues, recommendations, vendor needs, and proposed solutions to management or ownership.

Schedule

The position will work primarily **Monday through Friday from approximately 8:30 a.m. to 4:00 p.m.**

A flexible schedule is required for station events, remote broadcasts, football season, other high-volume sports seasons, and occasional evening or weekend responsibilities.

This is a salaried position.

Qualifications

- Minimum of three years of experience in broadcast operations, production, administration, retail management, events, hospitality, media, or a related field.
- Strong problem-solving skills, initiative, and sound judgment.
- Ability to coordinate multiple operational priorities in a fast-paced environment.
- Strong organizational, computer, and communication skills.
- Ability to work effectively with employees, interns, contractors, vendors, customers, advertisers, guests, and station leadership.
- Comfort providing light supervision and following up to ensure assigned work is completed.
- Ability and willingness to troubleshoot basic equipment, technology, and facility issues.
- Reliable, responsive, and willing to adjust hours during busy periods.
- Broadcast or radio experience is preferred.
- Retail, coffee shop, hospitality, or customer-service experience is a plus.
- Sports knowledge is preferred but not required.

Compensation

Salary: \$40,000–\$50,000, depending on experience and qualifications.

BDP Communications, LLC is an equal opportunity employer.