



# JOB OPENING

## WEBSITE PRODUCER

**POSITION:** WEBSITE PRODUCER  
**AVAILABILITY:** IMMEDIATE  
**REPORTS TO:** DIRECTOR OF DIGITAL MEDIA

**JOB DUTIES & RESPONSIBILITIES:**

- Follow direction of team leaders.
- Maintain corporate website requirements.
- Work with VortalX content management system to update station content, execute contests, and design new templates as needed.
- Graphic design and photo manipulation.
- Light video production and audio editing as required.
- Design and send weekly marketing email blasts.
- 3<sup>rd</sup> party site applications (MySpace, Facebook, et. al.)

**REQUIREMENTS/EXPERIENCE:**

- College degree in a media-related major with some technical computer knowledge preferred. Ability to write basic HTML essential. Extra duties offered based upon previous actual experience and training.
- Must work at the CBS RADIO offices in the Miracle Mile area of Los Angeles. No telecommuting.
- Must be able to learn quickly and take notes.
- Familiar with Talk format, Radio/Pop Culture, TV/PopCulture web preferred.
- Be polite, courteous and respectful to guests and staff.
- Comfortable working with 3<sup>rd</sup> party web development companies.
- Working knowledge of Adobe PhotoShop and Adobe ImageReady, Sound Forge, Sony Vegas, and Microsoft Office.
- Adobe Flash experience preferred but not required.
- Comfortable using WYSIWYG web design applications. Experience in hand-coding a plus.
- Knowledge of HTML, JavaScript, ActionScript, PHP, Dreamweaver.
- Template design and implementation.
- Organization and multitasking are a **must**.
- Must be a quick thinker and proactive.

**APPLY AT:**

[www.CBSRadio.com](http://www.CBSRadio.com) **KEYWORD: 2248BR**

**NO PHONE CALLS!**

*"It is the continuing policy of CBS Radio to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual preference, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit your assistance on these openings and future openings."*

