Job Title: Talk Producer

Status: Limited Term Employee, 15 hours per week
Reports to: News Director
Works under: General Supervision (see Appendix)

Job Summary (“Mission Statement”):
The Talk Producer is responsible for coordinating the 12pm daily call-in program Monday through Friday, A Public Affair.

Primary Responsibilities:
The Talk Producer is responsible for:

1. Booking Guests
   a. Discuss program ideas with each host each week. Research, solicit, and pre-interview guests as needed. Prepare background material for hosts.
   b. Send confirmations of bookings and handle all necessary logistics
   c. Coordinate with hosts to avoid double-booking
   d. Procure review copies of books from publishers
   e. Respond to interview requests and listener comments
   f. Help hosts make back-up plans when needed

2. On-Air Assistance
   a. Greet guests
   b. Assist engineer and troubleshoot any technical difficulties
   c. Post social media updates

3. Posting Interview Archive
   a. Edit audio interview and post to SoundCloud
   b. Find and/or create photos and multimedia for web post
   c. Create web post on wortfm.org and upload daily episode to podcast server
   d. Share post on social media and send link to guest

4. Ensuring Program Continuity
   a. Ensure program begins and ends on time
   b. Help hosts and engineers find subs as needed
   c. Serve as back-up engineer
   d. Arrange for back-up programming when needed to fill gaps
**Secondary Responsibilities:**

The Talk Producer is secondarily responsible for:

1. **General Administrative Functions**
   
a. **Pledge Drives** Participate in station pledge drives though on air fundraising, answering phones, requesting pledge premia, and other tasks as assigned

2. **Editing Letters & Politics** Create daily intro and program files for engineers, Mon-Thurs

3. **Other duties as assigned.**

**Required Education:**

High School Graduate

**Desired Education:**

Coursework toward Bachelor’s Degree in Journalism, Communication Arts, or equivalent work experience

**Required Qualifications:**

- Strong verbal and written communication skills
- Strong time management skills
- Audio editing skills
- Demonstrated problem-solving skills
- Demonstrated ability to prioritize effectively in the face of multiple, competing and shifting priorities

**Desired qualifications:**

- Prior radio or broadcast experience
- Proficiency with Adobe Audition and Google Docs

**Preference will be given to candidates who demonstrate:**

- A commitment to quality independent journalism
- Strong time-management and organizational skills

**Working Conditions:**

The Talk Producer will work in an office setting the majority of the time, requiring sitting (or standing) for long periods of time at a computer; and communicating by telephone and email. Dress code at WORT-FM is casual.

**Benefits:**

Benefits include annual company contributions to retirement plan.

**Statement of Non-Discrimination:**

WORT-FM does not discriminate in its employment practices with regard to age, ancestry, arrest record, color, conviction record, creed, cultural background, disability, ethnicity, gender, gender identity or expression, marital status, military obligations, national origin, race, sex, or sexual orientation.
Appendix: Levels of Supervision/Direction

(1) Direct or close supervision
- Supervisor or lead provides daily oversight of work activities.
- Employee is given specific instructions regarding duties to perform, assignments to complete and sequence of work steps and processes to follow.
- Employee follows clearly defined work procedures, processes, formats, and priorities.
- Work is frequently reviewed for accuracy, completion, and adherence to instructions and established standards, processes and procedures.

(2) General supervision
- Employee performs recurring assignments without daily oversight by applying established guidelines, policies, procedures, and work methods.
- Employee prioritizes day-to-day work tasks. Supervisor provides guidance and must approve deviation from established guidelines, policies, procedures, and work methods.
- Decision-making is limited in context to the completion of work tasks. Completed work is consistent with established guidelines, policies, procedures and work methods. Supervisory guidance is provided in new or unusual situations.
- Work is periodically reviewed for compliance with guidelines, policies and procedures.

(3) General direction
- Employee independently performs all assignments using knowledge of established policies and work objectives.
- Employee plans and organizes the work and assists in determining priorities and deadlines. May deviate from standard work methods, guidelines or procedures in order to meet work objectives.
- Employee exercises independent decision-making authority and discretion to decide which work methods to use, tasks to perform and procedures to follow to meet work objectives.
- Completed work is reviewed for effectiveness in producing expected results.

(4) Administrative direction
- Employee works independently within the scope and context of rules, regulations, and employer objectives.
- Employee independently plans, designs and carries out programs, projects and studies in accordance with broad policy statements or legal requirements.
- Employee exercises independent decision-making authority for determining work objectives and goals to be accomplished.
- Completed work is reviewed for compliance with laws and regulations and adherence to program goals, objectives, budgetary limitations, and general employer policies.