

NEVADA PUBLIC RADIO®

***All Things Considered* Host Position Description**

Summary

The *All Things Considered* host combines excellence in announcing and journalism skills, serving as the local voice of KNPR during a vital time of the broadcast day. The host incorporates local elements into the broadcast (underwriting, promotion, news, weather, features). In addition, the host conducts interviews for KNPR's News department as assigned. The *All Things Considered* host reports to the Program Director while also working closely with KNPR's news department (some assignments and oversight will come from the News Director).

Duties and Essential Job Functions

- Serves as on-air host from 2-7pm weekdays, preparing and reading forward promotion, weather, and underwriting announcements (both pre-recorded and live).
- Operates broadcast equipment to air prerecorded/live programming; airs EAS tests as required, understanding and acting on emergency procedures.
- Gathers and prepares news items from multiple sources, delivering newscasts during the program and recording additional newscasts for KNPR's NPR One channel.
- Monitors social media and the AP wire for breaking news.
- Participates in on-air fundraising on News 88.9 KNPR and Classical 89.7 KCNV.
- Other duties as assigned by the Director of Programming to facilitate the operations of KNPR and KCNV including, but not limited to, fill-in shifts, general production, administration, and studio bookings.
- Works with KNPR's news department to write and produce news content, and may conduct short and long-form interviews for broadcast during *KNPR's State of Nevada* and elsewhere in KNPR's broadcast schedule.
- Pitches, researches, writes, produces, and edits segments for broadcast as needed.
- Other duties as assigned by News Director to facilitate production of news for broadcast.

Knowledge, Skills, Abilities

This position will be evaluated based on demonstrating the following knowledge, skills and abilities in carrying out the duties assigned above:

- Seasoned and engaging on air presence.
- Demonstrated intellectual curiosity about issues and people influencing our region, including relevant issues, events and personalities.
- Demonstrated understanding of characteristics of public radio content and style.
- Proven skills in conducting radio interviews. Capability of executing both short, newsy segments and long-format interviews.
- Consistent accuracy in delivery of complex copy with frequent foreign names and terms.
- Ability to make timely and accurate decisions regarding selection, writing and delivery of news material, mostly unsupervised.
- Ability to execute legal/emergency procedures accurately and in a timely manner.
- Willingness to receive constructive feedback through coaching from the Program Director in aircheck sessions.
- Effective, efficient communication with Programming and News Departments.
- Ability to participate in fundraising activities in a team-based manner.
- Flexibility in work hours as needed.
- Ability to write compelling online news copy and promotional copy associated with the program, often under deadline conditions.
- Ability to multitask, anticipate problems and manage daily assignments effectively with minimum supervision while keeping supervisor up to date.
- Proficiency/experience in using digital editing systems.
- Ability to perform essential duties with or without reasonable accommodation.

Qualifications

- At least three years of professional on-air experience in a similar host or reporter position.
- Bachelor's degree in Broadcasting or Journalism or related field, or relevant equivalent professional experience.
- Experience conducting interviews for broadcast.
- Production experience including operation of broadcast equipment, digital production workstation, audio storage system.
- Strong writing skills.
- Bilingual skills a plus but not required

Physical Requirements

- Must be able to lift 10 pounds
- Must be able to sit or stand desk for prolonged periods
- Must be able to sit or stand while working on a computer/operating board
- Must be able to type, reach, and bend
- Ability to perform hand motions for keyboarding, writing, production board, operating copy machine, answering telephone (etc.)
- Excellent listening skills, with the ability to understand words and respond effectively
- Visual acuity
- Ability to move inside and outside of the office

Salary

Commensurate with experience; this is a full-time/exempt position.

Application Process

Deadline: Open until filled

To Apply: www.knpr.org/apply

Along with a resume, please upload three to five samples of your written or edited work in .pdf format and/or audio clips of your interviews or radio stories in .mp3 format.

If you are unable to apply online, you can send to the below.

Mail, E-Mail or Fax to:

Nevada Public Radio

Attn: Human Resources

1289 S. Torrey Pines Dr.

Las Vegas, NV 89146

jobs@nevadapublicradio.org

Fax: (702) 258-5646

Applicants considered for this position may be required to submit to a background check.

All Nevada Public Radio employees are asked to sign their understanding of and compliance with our Employee Handbook upon acceptance of an offer of employment. This document covers the benefits available to NVPR employees, our policies and procedures and our commitment to providing a safe, inclusive, non-discriminatory and welcoming work environment.

In addition, upon acceptance of an offer of employment, the successful candidate will be asked to sign in acknowledgement of receiving, reviewing and understanding of the responsibilities and essential functions of the position as stated and the at-will status of the position.

Nevada Public Radio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

PLEASE NOTE: All Nevada Public Radio employees and interns must receive both doses of the Moderna or Pfizer COVID-19 vaccine, or the single-dose Johnson & Johnson COVID-19 vaccine, unless granted an exemption for medical or religious reasons.