

NEVADA PUBLIC RADIO®

July 2020

Part-Time Announcer – Las Vegas Position Description

Summary

Nevada Public Radio's Announcer position blends excellence in production, announcing and journalism skills. The Announcer serves as KNPR's local voice during the broadcast of national programming from NPR, APM and PRI. The Announcer provides continuity by incorporating local elements (underwriting, news, promotion, weather, features) and may also record local continuity for Nevada Public Radio's classical service, KCNV, incorporating the same local elements as with KNPR.

This position reports to the Director of Programming.

Duties and Essential Job Functions

- Serves as on-air host as scheduled by the Director of Programming.
- Operates broadcast equipment to air prerecorded and live programming, airing Emergency Alert System tests as required.
- Monitors the KCNV on-air signal as needed
- Prepares and reads news items, forward promotion, weather information, and underwriting announcements.
- Prepares recorded breaks using standard broadcast digital recording/editing equipment.
- Produces recorded promotions for special events/programming as assigned.
- Prepares fundraising materials such as testimonials and dining promotions as assigned.
- Participates in on-air fundraising as assigned on KNPR, KCNV, and KVVV.
- Other duties as assigned by the Director of Programming to facilitate operations of KNPR and KCNV, KVVV – fill-in work on other on-air shifts, production, administration, studio bookings, etc.
- Appear "in person" at NVPR sponsored events as needed.
- Meets on-air performance goals set by the Director of Programming to result in improvement in the sound of continuity announcing and the presentation of news and promotional material to the audience.

Knowledge, Skills and Abilities

- Seasoned and engaging on-air presence.
- Consistent accuracy in delivery of underwriting and promotional copy.
- Ability to execute legal/emergency procedures accurately and in a timely manner.
- Ability to make timely and accurate decisions regarding selection, writing, and delivery of news material (mostly unsupervised).

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- Willingness to receive constructive feedback and take steps to improve through coaching from the Director of Programming.
- Strong organizational and computer skills.
- Ability to write compelling online news copy and promotional copy associated with program.
- Confidence in creating and posting relevant social media content
- Demonstrated ability to understand the role of public radio in the local community and the particular characteristics of public radio programming, content, and style.

Requirements

- Minimum of two years of on-air experience, preferably in non-commercial radio.
- Strong on-air sound, deep vocabulary, ability to read some foreign language names and terms.
- General wide-ranging interest in news and culture.
- Production experience including operation of broadcast equipment, digital production workstation, audio storage system.
- Solid writing skills to create on-air scripts, newscasts, promotional materials, and fundraising messages.
- Ability to manage day-to-day assignments effectively with minimum supervision while keeping supervisor up to date on progress and problems.
- Degree or college credits in Broadcasting or Journalism desirable; this may be exchanged for work experience.

Salary

Commensurate with experience; part-time, non-exempt position.

Application Process

Deadline: Open until filled.

To Apply: Send a cover letter stating interest, salary history and source where you learned of the open position; and include your resume, samples of your written or edited work in .pdf format and/or audio clips of your "aircheck", interviews or radio stories in .mp3 format., and three professional references. *Please do not send CD, DVD, or cassettes*

Mail, E-Mail to:

Nevada Public Radio
Attn: Human Resources
1289 S Torrey Pines Dr
Las Vegas, NV 89146

jobs@nevadapublicradio.org
Fax: (702) 258-5646

Please No Phone Calls

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

All Nevada Public Radio employees are asked to sign their understanding of and compliance with our Administrative 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.

As stated in the NVPR Employee Handbook, Nevada Public Radio requires attendance by all employees at many station events including, but not limited to, the four weeks throughout the year when on-air fundraising campaigns are held. Vacation requests during these times will not be granted, except under extraordinary circumstances as approved by the CEO.

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