

# NEVADA PUBLIC RADIO®

## Northern Nevada Reporter/Producer Position Description

### Summary

This position will provide daily coverage Nevada Legislature when in session.

When the Legislature is not in session, this reporter is responsible for producing segments for the State of Nevada talk show based on topics and news encompassing Reno, Washoe County, and other parts of northern Nevada.

In this full-time position, the producer must create at least an hour of talk-show segments per week.

### Duties and Responsibilities

- When the Legislature is in session, production of daily segments, newsmaker interviews.
- Maintains a database of sources; utilizes knowledge to create timely, in-depth journalism.
- Writes content for digital platforms as assigned, including social media sites.
- Appear at times as guest on Nevada Public Radio's "State of Nevada." May also host segments from northern Nevada.
- Participates in weekly News Department meetings.
- Participates in fundraising activities.
- Other duties as assigned.

### Essential skills, experience, and attributes:

- Bachelor's degree in journalism or in a related field, or equivalent work experience of at least 5 years. Radio journalism experience would be ideal.
- The producer must create at least an hour of talk-show segments per week.
- This person needs the experience to independently make strong news judgments.
- Advanced writing abilities. Also understands importance of sound in stories.
- Able to turn policy/work-speak into everyday language; write for the ear.
- Understanding of, and experience with, digital and social media.
- The reporter is comfortable taking photos and producing video as needed.
- Computer literate with skills in Microsoft Windows OS and Microsoft Office.
- Proficient in use of audio editing software, such as Adobe Audition or Pro Tools.
- Strong team player with an ability to work with diverse groups.
- Ability to meet deadlines, multi-task and be flexible.
- Ability to drive a motor vehicle, have a Nevada driver's license and insurance.
- Key: A sense of humor.

## Physical Requirements

- Ability to stand, walk, bend, type, edit, reach, and sit for up to (10) hours

## Salary

Commensurate on experience

## FLSA Classification

Exempt; salaried

## Application Process

**Deadline:** Open until filled

**To Apply:** Email, Fax or Mail a cover letter stating interest and source where you learned of the open position. Please include your resume and three professional references.

Nevada Public Radio

Attn: Human Resources

1289 S Torrey Pines Dr.

Las Vegas, NV 89146

[jobs@nevadapublicradio.org](mailto: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.**

**As part of Nevada Public Radio's ongoing effort to provide and maintain a workplace that is free of known hazards, we are adopting a COVID-19 vaccination policy to safeguard the health of our employees and their families, our visitors, and the community at large from COVID-19. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the Southern Nevada Health District and local health authorities, as applicable. All employees will be required to be fully vaccinated as a condition of employment.**

**Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to HR to begin the interactive accommodation process as soon as possible. Accommodations will be granted where they do not cause the organization undue hardship or pose a direct threat to the health and safety of others.**