

NEVADA PUBLIC RADIO®

April 2018

Producer Position Description

Summary

The position of Producer at Nevada Public Radio books radio segments, conducts research, writes copy and interview questions, edits copy as needed, and directs the shape of program segments for *State of Nevada*—Nevada Public Radio’s flagship news and public affairs program, serving more than 50,000 listeners (nearly half of KNPR’s entire weekly audience) and for other news segments produced by Nevada Public Radio. The Producer has strong news judgment, and sound instincts on the shape, proportion and flow of program segments.

In addition, the Producer contributes to Nevada Public Radio’s online and social media efforts—writing blog posts and articles for knpr.org, and assisting with KNPR News’ social media (Twitter, Facebook, online discussions, etc) as well as working with the *Desert Companion* team to converge editorial content for Nevada Public Radio. The Producer shares technical duties as-needed; this position is part of KNPR’s news team.

This position reports to the Senior Producer.

Duties and Essential Job Functions

- Provides faithful coverage of Nevada and the surrounding region for KNPR; pitches segments, books guests, conducts research, writes copy and questions, and fulfills other editorial responsibilities as assigned.
- Provides material for the Online Editor.
- Covers technical duties as-needed during live and recorded studio sessions; covers phones as-needed during live call-in segments.
- Is present and engaged during the news department's daily editorial meetings.
- Keeps up to date on community news, government, business, arts, politics, education, health care, and relevant regional issues. This position is required to monitor the news on the weekends when scheduled and follow protocol when breaking news happens.
- Works with internal and external teams to execute specific projects including partnerships with independent producers, public radio stations and other media or community partners including working proactively with NVPR print content editors and writers to maximize efficiencies of re-versioning broadcast content into print, reverse publishing print content into *State of Nevada* and to generally converge the entire output so that NVPR platforms drive the media narratives in key areas to include culture, sustainability and fostering civic involvement.
- Synthesizes large amounts of information and identify relevant angles and guests through strong research and dissemination skills, preparing briefing materials for KNPR’s news team, editors and program hosts.

- Reads a wide variety of books, news and social media feeds to generate discussion topics that includes the booking of authors and be a regular viewer of local, regional and network news programs.
- Is present in the KNPR newsroom during established work hours, and works additional hours as-needed from the station or remotely to fulfill the objectives of KNPR's news coverage efforts.
- Demonstrates intellectual curiosity about issues and people influencing the region, and how national stories can be told through a local angle; must be an avid reader of local, regional and national newspapers and magazines on a daily basis to stay up on issues, events and personalities.
- Must be tenacious and reliable in booking quality guests.
- Adheres to strict standards of journalistic integrity and ethics.
- Participates in fundraising activities as necessary.
- Manages confidential information.
- Regular and consistent attendance.
- Other duties as assigned.

Abilities

- Ability to demonstrate and understand the unique role of public radio in the local community and the particular characteristics of public radio programming, content and style.
- Ability to demonstrate proven skills in producing a full range of talk programming content, from short, newsy segments, to long-format talk programming, intimate two-way interviews, and panel discussions.
- Ability to work in a fast-paced, focused atmosphere with high production output, while consistently planning and meeting deadlines set by the Senior Producer and the Program Director.
- Ability to write compelling on-line news copy and promotional copy associated with the program.
- Ability to communicate with high profile community individuals and colleagues professionally via written, email and in person delivery.
- Ability to demonstrate sound news judgment, and adapts quickly to a changing news environment.
- Ability to operate independently and within a team environment.
- Ability to handle multiple and complex projects simultaneously under stringent timeframes and changing priorities/conditions.
- Proven ability to consistently work well with others, demonstrating at all times respect for the diverse constituencies at Nevada Public Radio and within the public broadcasting system.
- Ability to develop objectives and strategies; evaluate information to ensure compliance within standards; establish and maintain interpersonal relationships; provide consultation and advice to others; to be persuasive with details and facts; delegate responsibilities effectively.
- Ability to confer with other department managers to coordinate activities; being exact or highly accurate; making decisions that impact the results of co-workers, clients or the company; meeting strict deadlines.
- Ability to take initiative to identify and act on potential problems.
- Ability to deal constructively with conflict and resolve conflicts directly by actively promoting and gaining cooperation from others.
- Ability to make consistent decisions that resolve problems appropriately.

- Must demonstrate active listening and critical thinking skills; must speak clearly and demonstrate the ability to convey information effectively.

Required Qualifications:

- Bachelor's Degree in Journalism/Media Studies or equivalent work experience; 2-5 years experience in the field of daily news production, radio, television and/or print.
- Demonstrated familiarity of western states issues, politics, economics and culture with an emphasis on Southern Nevada.
- Demonstrated experience maintaining high journalistic standards under deadline. Interest in and willingness to make local connections including connections in the arts and culture scene of Las Vegas.
- Demonstrated excellence in news judgment; demonstrated writing and communication skills; demonstrated skills in sourcing program segments and conducting research, including use of search and social media tools.
- Possesses a sense of how to meet challenges created by digital media; experience in online production, including writing, editing, graphic design, HTML, photography and audio and video production desired.
- Experience making team editorial decisions in a fast-paced news environment, editing copy and/or stories, and giving assignments.
- Knowledge of the mechanics of Standard English grammar, spelling and AP Style.
- Intermediate skills with Microsoft Windows and Office environment (Word, Excel, Access, Outlook) and standard office equipment.

Desired Qualifications:

- Directing live broadcast and running mixing console in live broadcast scenario.
- Audio reporting & production skills (digital field recording, audio interviewing, digital audio editing and mixing).
- On-air broadcast experience.

Salary

Commensurate on experience; full-time with excellent benefits package.

Application Process

Deadline: Open until filled

To Apply: Send a cover letter stating interest, salary/wage history and source where you learned of the open position; and include your resume and three professional and/or educational references.

Mail, E-Mail or Fax to:

Nevada Public Radio
Attn: Human Resources
1289 S Torrey Pines Dr

Nevada Public Radio

Producer
Position Description

Las Vegas, NV 89146

jobs@nevadapublicradio.org

Fax: (702) 258-5646

Please No Phone Calls

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 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