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. 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/or articles for knpr.org, and assisting with KNPR News’ social media (Twitter, Facebook, online discussions, etc.). The Producer is required to operate the engineering board and to learn how to operate all the technical equipment related to production of *State of Nevada*. This can include at-work training with other staff of the program.

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 (operating engineering board and operate all technical equipment related to State of Nevada production); 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.
- Synthesizes large amounts of information and identify relevant angles and guests through strong research and dissemination skills.
- 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.
Nevada Public Radio  
Producer  
Position Description

- Demonstrates intellectual curiosity about issues and people influencing the region, and how national stories can be told through a local angle.
- Must be tenacious and reliable in booking quality guests.
- Adheres to strict standards of journalistic integrity and ethics.
- Participates in fundraising activities, as necessary.
- 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 show content, from short, newsy segments, to long-format to intimate two-way interviews.
- 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 News 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.
- Demonstrate respect for the diverse constituencies at Nevada Public Radio and within the public broadcasting system.
- 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 deal constructively with conflict and resolve conflicts.
- 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.
Producer
Position Description

- 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.

Physical Requirements

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

Salary

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

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.

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

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.