

KXYZ Public Radio
Professional Staff Job Description

TITLE Drive Time Producer 2

BASIC FUNCTION

Assist in drive time editorial process. Select and arrange content for KXYZ's morning and afternoon news magazines.

DUTIES & RESPONSIBILITIES

Select and arrange news content (network, local and acquired) on deadline for daily program rundown.

Edit audio. Write and edit broadcast copy for Host.

Conceive and develop ideas for 2-ways and live interviews. Pre-interview, vet and book guests. Write host introductions and interview questions.

Track ongoing issues of importance (local, regional, national and international) to the KXYZ listening audience.

Conceptualize and plan long-term and special coverage.

Direct and/or call-screen live program segments.

Conduct interviews and fill in for Host as needed.

Interact with audience via social media platforms, including Twitter and Facebook.

May participate in on-air Fundraising

Perform other duties as assigned by supervisor and/or News Director.

SUPERVISION RECEIVED

Position reports to Managing Producer.

SUPERVISION EXERCISED

Functional supervision of Board Op.

POSITION QUALIFICATIONS

A bachelor's degree and three years of professional broadcast journalism experience of increasing responsibility, with background in talk programming, and

radio production. Equivalent combination of education and experience may substitute for stated requirements.

Excellent written and verbal skills, ability to write and produce effectively under deadline. Demonstrated high productivity, knowledge of professional broadcast and journalistic standards and practices, knowledge of current events and regional issues. Demonstrated news judgment and ability to prioritize coverage.

Ability to work independently and as part of a team, ability to professionally represent the station, familiarity with and appreciation of public radio programming.