

TITLE: Producer - Current Affairs (WDET)		DATE: April 17, 2024
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PE414
UNION: P & A Union, Local 1979	SALARY GRADE: 11	EEO CODE: 05
JOB GROUPING: Broadcasting	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

The Producer, Current Affairs coordinates live, interactive, and original daily programming. Provides direct support of the program hosts, as well as daily content production, including breaking news, multi-platform, and special broadcasts. The Producer under the supervision of the Senior Producer, works with program hosts and other production staff to develop program topics; undertakes subject research and books guests, conducts pre-interviews to support hosts; conducts and records interviews with guests as required; assists live show production as required; coordinates with technical and digital production team to post-produce and publish content. This position may also require supporting program and hosts in an on-mic, broadcast capacity. Occasional WDET events attendance may be required, sometimes including limited travel. Reports to Senior Producer, WDET.

Essential Job Functions	% Time
<p>Content Development:</p> <ul style="list-style-type: none"> - Research and develop compelling and relevant story ideas for radio broadcasts, ensuring alignment with the station's editorial guidelines. - Collaborate with the editorial team to brainstorm, pitch, and refine story concepts that resonate with the target audience. 	30%
<p>Scriptwriting and Editing:</p> <ul style="list-style-type: none"> - Write engaging and informative scripts for radio segments, ensuring clarity, accuracy, and adherence to the station's editorial standards. - Edit and proofread scripts to maintain high-quality content, while also incorporating feedback from team members and stakeholders. 	15%
<p>Interview Coordination:</p> <ul style="list-style-type: none"> - Identify and reach out to potential guests for interviews, conducting pre-interview research to prepare hosts for insightful and thought-provoking conversations. - Coordinate interview logistics, including scheduling, preparing interviewees, and ensuring a smooth on-air experience. 	15%
<p>Show Production:</p> <ul style="list-style-type: none"> - Oversee the production process, from initial concept to final broadcast, ensuring seamless execution of radio programs. - Work closely with hosts, sound engineers, and other production team members to create polished and engaging shows. 	15%
<p>Collaboration:</p> <ul style="list-style-type: none"> - Collaborate with other departments, such as marketing and social media, to promote radio shows and engage with the audience. - Participate in editorial meetings, contributing ideas and insights to shape the overall content strategy of the station. 	15%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Research and Fact-Checking:	
- Conduct thorough research to gather accurate and up-to-date information for use in radio segments.	5%
- Perform fact-checking to verify the authenticity of information and maintain the station's commitment to journalistic integrity.	
Quality Assurance:	
- Ensure the highest standards of audio quality, storytelling, and journalism in all produced content.	5%
- Implement and adhere to the station's editorial policies and guidelines, maintaining consistency and credibility in the programming.	
Other duties as assigned. (Standard. Do not remove.)	5%

Total estimated of time must equal 100 %

100 %

MINIMUM QUALIFICATIONS

Education Bachelor's degree in Journalism, Communications, Media Studies, or a related field from an accredited college or university. Candidates with an equivalent combination of education and experience may be considered.

- Post-Secondary degree or diploma in Journalism, Media, Communications, or other related fields preferred.

Experience Experienced (minimum 2 years of job-related experience)

- Demonstrated experience producing public media programming, preferably with direct experience in radio broadcasting.

Knowledge, Skills, and Abilities

- Ability to prioritizes work activities and adapt to rapidly changing conditions; complete tasks correctly; plan for discussion/coverage of pre-planned major news events within the show; possess solid news judgement, demonstrated knowledge of NPR code of ethics for journalism.
- Ability to communicate clearly, concisely, and professionally, both orally and in writing.
- Ability to work collaboratively and cooperatively with multiple WDET teams. Must have ability to work in a live program environment and remain poised under pressure.
- Demonstrated capacity for multi-tasking, flexibility in face of changing priorities, and the ability to work independently, as well as part of a team.
- Demonstrated knowledge of current events, thought leaders, and issues of importance to Metro Detroiters.
- Demonstrated knowledge of multiple media production (radio, web), editorial standards/management, and journalism practices. Ability to utilize social and digital media to engage audiences.
- Understanding of objectives and mission of assigned program duties. Monitors own work to ensure quality. Performs work with concentration, focus and accuracy. Works effectively and completes quality work in a timely manner to meet deadlines.
- Demonstrates a commitment to diversity, equity, and inclusion in editorial and journalistic practices, modeling inclusive behaviors and proactively managing implicit bias.

WORKING CONDITIONS

- Normal office environment and some limited travel.