

TITLE: Host Producer - Current Affairs (WDET)		DATE: April 17, 2024
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PE415
UNION: P & A Union, Local1979	SALARY GRADE: 11	EEO CODE: 05
JOB GROUPING: Broadcasting	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

The Host/Producer, Current Affairs hosts live, interactive, and original daily programming, and produces segments and content features. The Host/ Producer, under the supervision of the Senior Producer, works with producers and other production staff to develop program topics; undertakes subject research and books guests, conducts pre-interviews; develops narrative copy and editorial content including interview questions, program introductions, etc; 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. Occasional WDET events and other public appearances 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. 	20%
<p>Interview Coordination and Execution:</p> <ul style="list-style-type: none"> - Identify and reach out to potential guests for interviews, conducting pre-interview research to prepare for insightful and thought-provoking conversations. - Coordinate interview logistics, including scheduling, preparing interviewees, and ensuring a smooth on-air experience. 	20%
<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 other hosts, sound engineers, and other production team members to create polished and engaging shows. 	10%
<p>Community Engagement:</p> <ul style="list-style-type: none"> - Foster connections with the community through engaging content that reflects local interests and concerns. - Seek feedback from the audience and integrate community perspectives into the editorial decision-making process. 	10%

Storytelling Innovation: <ul style="list-style-type: none"> - Explore creative approaches to storytelling, incorporating diverse voices and perspectives to enhance the station's programming. - Stay informed about industry trends and emerging narratives, contributing fresh ideas to keep the station's content dynamic and relevant. 	5%
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.

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

- Experience in hosting and 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.