

## Host/Producer - UpFront

KPFA is seeking a Host/ Producer for UpFront, a morning public affairs show that airs from 7-9 am on weekdays. The Host/Producer's primary responsibilities are to co-host the program Mon-Thurs and participate in shaping the editorial direction of the show along with preparing to host individual segments on the show.

### Host/Producer Responsibilities

- Host and co-host a diverse variety of segments for UpFront, a high-quality daily public affairs radio program
- Identify topics for interview segments, and potential interviewees
- Participate in editorial meetings, including brainstorming ideas, guests and approach
- Book guests, with an emphasis on new voices and perspectives; pre-interview guests
- Research and prepare extensively for interviews, including preparing scripts/intros, questions, and transitions
- Edit recorded interviews for length and clarity
- Voice and mix promotional carts and billboards
- Post show descriptions in WordPress CMS and social media accounts
- Participate in on-air fundraising for show and meet fundraising goals for show
- Find and secure fund-drive premiums (under the supervision of KPFA's Program Director).
- Participate in on and off-air fundraising for KPFA, Pacifica Radio Archives and The Pacifica Network
- Help Coordinate, Host and Produce Special Coverage as required
- Work with Program Director to set goals and action plans for show
- Take direction from Program Director and/or General Manager

### DESIRED SKILLS and EXPERIENCE:

- **News Judgment:** familiarity with current events, ability to identify topics worth covering and how best to approach them. We are particularly interested in candidates who will expand our breadth of coverage by bringing their own background knowledge and community contacts to editorial discussions.
- **Presentation:** ability to speak in a clear and informative manner and practice proper microphone techniques
- **Research:** ability to quickly assemble background information on interview topics and fact check.

- **Preparation:** ability to write clean segment introductions, prepare interview questions, anticipate responses, and prepare follow-ups.
- **Editing:** ability to edit recorded interviews quickly and seamlessly to hit target lengths. Basic multi-track mixing (i.e., creating music beds for billboards)
- **Social Media:** experience using tools like Facebook and Twitter to increase reach and audience engagement.
- **Grace under pressure:** this program is produced under tight deadline pressure. Periodically, things fall apart. It's OK if they fall apart. It's not OK to lose your cool when they do.

**SALARY:**

This Communication Workers of America union position is a 32 hour a week position. Current salary is \$22.07/hr with annual seniority bump plus generous benefits after a 90-day probation period.

**HOURS:**

Monday thru Thursday show hours 7 am to 9 am, plus production hours after show.

**APPLICATION DEADLINE:**

- April 25, 2018
- No calls or walk-ins, please.
- Send resume, cover letter, and demo of a show you've produced to: [host-job@kpfa.org](mailto:host-job@kpfa.org)

Unfortunately, relocation reimbursement is not available.

**KPFA IS AN EQUAL OPPORTUNITY EMPLOYER**