

## Producer - UpFront

**KPFA is seeking a producer for UpFront, a morning public affairs show that airs from 7-9 am on weekdays.** This producer will have primary responsibility for setting up most days' shows, with help from the show's co-hosts and interns.

### **PRODUCER RESPONSIBILITIES:**

- Identify topics for interview segments, and potential interviewees
- Participate in editorial meeting
- 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
- Engineer pre-recorded interviews
- Edit recorded interviews for length and clarity
- Line produce live shows when needed (occasional)
- Compose run sheets for each day's program
- Engineer and mix daily promotional carts and billboards
- Post show descriptions in WordPress CMS and social media accounts
- Supervise the work of intern(s)
- Find and secure fund-drive premiums (under the supervision of KPFA's Program Director).
- Occasional field recording and/or reporting

### **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.
- **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 carts and 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.

**HOURS and SCHEDULE:**

- 40 hours per week, normally Monday through Friday from 9 AM - 6 PM (with one-hour lunch break).
- Occasional early mornings with start times as early as 6:45 AM.

**PAY:**

This Communication Workers of America union position is a 40 hr/wk position. Current salary is \$22.07/hr with annual seniority bump plus generous benefits after a 90-day probation period.

**APPLICATION DEADLINE:**

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

Unfortunately, relocation reimbursement is not available.

**KPFA IS AN EQUAL OPPORTUNITY EMPLOYER**