



Working Title: **PRODUCER**

Official title: BROADCAST SPECIALIST(R22DN) or ASSOC BROADCAST SPEC(R22FN)

Degree and area of specialization:

Bachelor's degree in journalism or related field preferred. If no degree, two years of full-time experience in journalism, communications or related field required.

Minimum number of years and type of relevant work experience:

1. Superior communication skills, including excellent writing skills for broadcast and web.
2. Proven ability to work in both independent and collaborative settings.
3. Strong organizational skills, ability to prioritize and manage competing responsibilities.
4. Demonstrated knowledge of journalism ethics.
5. Demonstrated knowledge of reporting techniques and research methods.

NOT REQUIRED BUT DESIRABLE QUALIFICATIONS

1. Previous experience in broadcasting, podcasting or with live, call-in talk programming.
2. Experience hosting and interviewing guests for broadcast programs.
3. Knowledge and understanding of Wisconsin news, culture, issues and personalities.
4. Knowledge of Associated Press Style.
5. Experience with document sharing and virtual meeting software (e.g. Google docs, Slack, Zoom, etc.).
6. Experience meeting daily deadlines.
7. Ability to operate audio editing software and audio recorders.

Position Summary:

Producers bring issues of importance and interest to Wisconsin Public Radio listeners. Collaborate with and produce shows/related web content on The Ideas Network as assigned. Research and pitch topics, pre-interview and schedule guests, prepare background materials, screen listener calls and direct the flow of the live broadcast, and write related web content. Collaborate with executive producers, hosts, producers and editors, communicate with guests and develop fresh topics and segment ideas. These positions report to the Assistant Director of the Ideas Network and will be for a minimum of 1 year, with the possibility extending for another year or becoming permanent.

Principal duties:

1. Keep current on issues of importance and interest to WPR listeners, including Wisconsin-specific topics.
2. Research, pitch, book and provide background, logistics and scripting for timely, informative and relevant show topic ideas. Prioritize meeting nearest deadline while simultaneously planning for future shows.
3. Creatively integrate relevant audio elements into shows as needed. Schedule and oversee pre-recorded show elements as needed.
4. Create digital content as assigned (show notes, social media, articles, blog entries, etc.).
5. Screen callers for relevant on-air questions and comments and relay information quickly and accurately to the host(s) and/or network operator. Engage respectfully with callers with diverse points of view.
6. Provide the host with accurate and timely information requested while on-air. During the live show, suggest questions for the host as time allows and topics demand.
7. Write engaging website content for The Ideas Network on WPR.org.
8. Actively participate in regular team meetings and contribute to discussion. Collaborate with other show producers and reporters.
9. Other duties as assigned.

Additional Information:

We expect to pay between a minimum of \$40,000 at the Associate Broadcast Specialist level, and a minimum of \$46,000 at the Broadcast Specialist level. Actual pay and title will depend on experience and qualifications.



The Ideas Network is unlike any other public radio service. It features more locally produced programs than any other public radio station and reaches an audience of more than 250,000 listeners across Wisconsin. Coverage can include breaking news, which occasionally requires working outside typical hours. The team identifies issues that matter to people across Wisconsin and connects people from different perspectives for civil, enlightening conversations. One position will work with our afternoon program Central Time and will regularly work from 9 a.m. to 5 p.m. One position we hire will work with The Morning Show and is required to be available from 6 a.m. to 2 p.m. regularly.

The person in this position must adhere to the UW-Madison code of ethics and uphold the WPR Ethical Guidelines for Editorial Staff located here: <https://www.wpr.org/wpr-ethical-guidelines>.

UW-Madison participates in the Wisconsin Retirement System and offers the WRS benefits package to eligible employees. UW-Madison offers a separate benefits package to certain appointees who are not eligible for the WRS.

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required

Employee class:	Academic Staff		
Department(s):	PUB MEDIA/WPR		
Full time salary rate:	Minimum \$40,000 ANNUAL (12 months) Depending on Qualifications		
Term:	This position will end on September 12, 2022		
Appointment percent:	100%		
Anticipated begin date:	September 13, 2021		
Number of positions:	2		
Department Contact:			
Erin Cook	Phone:	608-263-0477	
821 University Ave	Phone TTY:	608-263-2473	
7111 Vilas Communication Hall	Fax:	N/A	
Madison, WI 53706-1412	Email:	erin.cook@wisc.edu	

HOW TO APPLY:

The following must be received for your application to be complete: 1) Resume; 2) A cover letter describing how your experience relates to the job duties and minimum and desirable qualifications. 3) At least three professional references with titles, emails, and phone numbers (include at least one supervisory reference). No references will be contacted without informing applicants.

Questions? Contact: Erin Cook, Wisconsin Public Radio, 821 University Avenue, Madison, WI, 53706; 608-263-0477; hr@wpm.wisc.edu.

To ensure consideration, application must be received by: September 1, 2021



If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <http://www.oed.wisc.edu/478.htm>

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

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For more information on the University of Wisconsin-Madison Office of Human Resources please see <http://www.ohr.wisc.edu/>

*For more information on the University of Wisconsin-Madison see our home page at <http://www.wisc.edu/>
For UW Madison Campus Safety Information see <http://www.students.wisc.edu/safety/>*

