

Pittsburgh

Community Broadcasting

POSITION: Fill-in Producer (90.5 WESA)

STATUS: Part-time, fill-in, nonexempt

REPORTS TO: News Director

Date Revised: June 2019

Position Summary:

The Fill-in Producer will assist the Morning Edition Host or The Confluence, a daily news show, with program preparation, newscasts, interviews, and other duties. The work hours will vary as this position is needed to fill-in for vacation schedules. This part-time position reports to the News Director.

Essential Functions:

- Identify, write and/or rewrite stories for two newscasts per hour;
- Prepare news and promo scripts and audio for air in NewsBoss content management software;
- Record and log network content for time shifting as needed;
- Prepare morning round-up of news headlines from other local news providers;
- Post to social media sites, additional audio production, participate in on-air and online fundraising as needed;
- Other duties as assigned;

Knowledge, Skills and Abilities:

- Proficiency with digital audio editing, studio technology and practices, and digital content;
- Sound and ethical news judgment, with a commitment to objectivity, balance and fairness;
- Strong writing skills;
- Ability to handle multiple projects in a fast-paced, deadline-oriented environment;
- Creativity and sound judgment in social media usage;
- An understanding of the NPR audience and news style;
- Familiarity with the NPR news magazine clocks, their structure, and elements;
- Good interpersonal skills;
- Ability to work well under pressure and meet deadlines;

Requirements:

- Bachelor's degree in journalism-related field or equivalent experience / training;
- At least one year of experience as a radio or news producer, preferably in public radio.

Shift: The fill-in position schedule will vary based on need.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, broadcasting equipment, phones, photocopiers, filing cabinets and printers.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and

activities may change at any time with or without notice. PCBC adheres to all ADA requirements and will make reasonable accommodations in accordance with the law.

To Apply

Applicants are invited to send a cover letter, a detailed resume, at least three samples of work relevant to the position and three references to hr@pittsburghcommunitybroadcasting.org. In your email, please let us know how you heard about the position.

This position is available immediately, and the search for candidates may be terminated without notice. No phone calls, please.

The Company

PCBC is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. PCBC serves the more than 2 million residents of Pittsburgh and its surrounding communities. Our mission is "to create and distribute trusted content, build connections, and strengthen our community through public media."

90.5 WESA was launched in 2011 (in partnership with Pittsburgh's philanthropic community) with an NPR news format. WESA's mission is "to work for the public to inform people in ways that engage and inspire them to create dialogue about community issues and stories."

91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station. It broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. WYEP's mission is to "enrich the community through musical discovery, expression and education."

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs. Each week more than 200,000 Southwestern Pennsylvanians listen to PCBC broadcasts and tens of thousands more engage with our content through our websites and mobile digital services.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.