

POSITION: Morning Radio News Editor/Producer

STATUS: Full-time, exempt

REPORTS TO: News Director

Date Revised: June 2019

Position Summary:

Pittsburgh Community Broadcasting is hiring a Morning Radio News Editor/Producer to join our award winning, dynamic and ambitious newsroom. The Morning Radio News Editor/Producer will write and edit news stories for use in WESA newscasts in Morning Edition and The Confluence. The job includes working with the News Director and Managing Editor to define the nature and style of WESA's broadcast newscast stories, writing and editing stories for half-hourly newscasts, and partnering with the Morning Edition host to set the rundown for each newscast. The start time for the shift will generally be in the range of 3-4am, but hours may change (temporarily or permanently) depending on daily news requirements and without notice. The Morning Radio News Editor/Producer reports to the News Director.

Essential Functions:

- Participate in daily editorial meetings;
- Write original newscast stories for Morning Edition each day;
- Edit and/or update existing stories for timeliness, clarity, and accuracy;
- Acquire actualities from news-makers for same-day use;
- Set the rundown for each newscast with input from the Morning Edition host;
- Provide production support to the Morning Edition host as needed;
- Help script interviews for The Confluence;
- Occasionally file general assignment reports;
- Other duties as assigned;

Knowledge, Skills and Abilities:

- Sound and ethical judgment, with a commitment to standards of objectivity, balance and fairness;
- Self-motivated team player with a track record of creating timely and topical daily news stories of interest to local audiences;
- Strong writing and editing skills;
- Ability to guide, assist, and develop story ideas from editors and reporters;
- Proficiency with digital audio editing, studio technology and practices, and digital content creation;
- An understanding of the NPR audience and newscast style;
- Experience with radio news content management software is preferred;
- Knowledge of Pittsburgh and western Pennsylvania is helpful;

Requirements:

- Bachelor's degree in journalism-related field or equivalent experience / training;
- 5+ years of experience with broadcast news writing, editing, and newscast production;
- Honesty and integrity in all dealings;

- Enthusiasm for the missions of PCBC and its stations.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and printers. This position will require travel to various events. The start time for the shift will generally be in the range of 3-4am, but hours may change (temporarily or permanently) depending on daily news requirements and without notice.

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.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers a competitive salary and an excellent benefits package that includes medical, dental and vision insurance, paid medical leave, maternity and new child leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

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.