

# RADIO PRODUCER

FT 32 hrs/ 80% based in Oakland/Bay Area --Remote work possible for right person

Pay is \$48,000 a year, as 80% of \$60,000.

We seek an energetic, passionate, well-organized team-player. The candidate should understand the craft of long-format feature radio production and the art of a good in-depth interview. Strong audio editing and sound mixing skills preferred.

The main role of producer is to produce and mix editions of Making Contact.

Approx. 80% of their time is spent producing episodes of Making Contact and managing multiple projects, 20% of their time is dedicated to communicating and strategizing with organization staff regarding online distribution/audience engagement, marketing, and fundraising/development. You will be responsible for 10 episodes a year, four enterprise episodes and six simpler ones. This position reports to Making Contact's executive director.

We are looking for someone who is highly productive and enjoys contributing to many facets of community journalism including fostering collaborations with other media outlets and community groups, helping to experiment with our digital delivery methods and podcasts, and engaging our listeners. Great post for someone who's as adept at managing their own time and projects -- and asking for help when they need it. Our work is not a solo sprint but a relay race to put out great episodes each week.

## **Duties and Responsibilities:**

Produce original radio content and adapt others' work

Edit and mix segments and shows

- Apply journalistic standards of fairness, accuracy, due diligence in reporting and fact-checking
- Invite input from community members to help identify topics and conceptualize pieces that inform, inspire, and move people to take action
- Upload the radio show/podcast
- Review pitches, commission, manage and edit freelancers' work
- Meet with the production team once a week, and the whole team 2 to 3 times a month to discuss editorial plans and strategize about organizational initiatives
- Participate in show review/evaluation, and work-in-progress listening sessions

Producers rotate the roles of reviewing pitches and planning and facilitating of weekly production meetings and updating our Podio project management system. Key job performance metrics are quality of your 10 shows, and communications and teamwork.

## **Required Skills and Experience**

- Writing and script editing skills

- Audio editing and multitrack sound-mixing skills
- Track record of delivering pieces on deadline
- Experience managing, coaching and editing freelance reporters is a plus
- Strong voice-craft skills and experience
- Track record of journalistic work; dedicated to fairness, accuracy and fact-checking
- Ability to read and synthesize research
- Familiarity with key issues of our times and timeless issues
- Highly organized and communicative
- Commitment to building Making Contact as a whole, and participating in a team process
- Ability to work on collaborative productions and promotions with other media and groups
- Enthusiastic about participating in fundraising and audience engagement

**Tell us about any additional skills such as:**

- Multimedia experience: video, photography, radio-plus-print packages
- Experience with online distribution methods and audience engagement
- Experience working with social movements and community groups
- Entrepreneurial Spirit
- Energetic and able to think on your feet
- Sense of humor
- Can work well under pressure/deadlines

Making Contact is an affirmative action employer. We actively recruit applications from people of color, women, LGBTQ folks, and disabled people.

Position open until filled. Aiming for start date in late April. Job location is flexible, but Oakland/Bay Area is preferred. {freelance story pitches accepted ongoingly}

Please email resume, cover letter, writing sample (radio script preferred) and links to several radio work samples to [lrudman@radioproject.org](mailto:lrudman@radioproject.org).