



Working Title: **Producer, The Morning Show**

Official title: SR BROADCAST SPEC(R22BN) or BROADCAST SPECIALIST(R22DN) or ASSOC BROADCAST SPEC(R22FN)

Degree and area of specialization:

Bachelor's degree preferred.

If no degree, two years of full-time experience in journalism, communications or related field is required.

Minimum number of years and type of relevant work experience:

REQUIRED

1. Proven record of success in meeting and prioritizing tight deadlines. Strong organizational and time management skills.
2. Superior communication skills, including excellent writing skills for broadcast and web.
3. Proven ability to work in both independent and collaborative settings.
4. Demonstrated knowledge of journalism ethics, 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. Comfort and experience working with people holding diverse views and from diverse backgrounds.
6. Experience with document sharing, collaboration and virtual meeting software (e.g. Google docs, Slack, Google Meets and Zoom).
7. Proficiency in audio editing.

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, call-screen 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. This position reports to the executive producer of The Morning Show.

Principal duties:

1. Identify issues of importance and interest to WPR listeners, including Wisconsin-specific topics.
2. Pitch and book timely, informative and relevant show topics. Coordinate show logistics. Provide background material and scripting for host. 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. 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.
5. 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.
6. Create engaging digital content for WPR.org and social media.
7. Actively contribute to the creation of the show in its entirety through collaboration with other content staff.
8. Other duties as assigned.

Additional Information:

We expect to pay between \$40,000 and \$60,000. Actual pay and title will depend on experience and qualifications.

Producers on The Morning Show begin their days between 6 a.m. and 9 a.m., depending on



assignments. All producers staff the live broadcast as call screeners/directors on a rotating basis (currently one week per month), beginning at 6 a.m.

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 on The Morning Show 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.

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 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>.

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 is a renewable appointment.		
Appointment percent:	100%		
Anticipated begin date:	July 19, 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 minimum years, type of relevant work experience required, and each of the required qualifications, and desirable qualifications. Your submitted materials serve as insight for the committee to evaluate how you meet the requirements for the position.

As applicants progress to interviews, they will need to provide at least three professional references with titles, emails, and phone numbers (include at least one supervisory reference).

To ensure consideration, application must be received by: July 5, 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.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

*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/>*

