

(2020)



**POSITION:** Producer, Tuesday 8 O'Clock Buzz  
**REPORTS TO:** News and Talk Director  
**HOURS:** Tuesdays, 7:45 am – 9:15 am (one day a week)  
Plus several hours prep time (time flexible)

**DESCRIPTION:**

The Buzz Producer is responsible for booking guests for one weekly edition of the 8 O'Clock Buzz, WORT's daily upbeat morning drivetime radio program. The Producer is also responsible for live on-air production of the show, in concert with engineer.

**ABOUT THE PROGRAM:**

The 8 O'Clock Buzz is an upbeat, morning program on community radio WORT 89.9 FM. It airs Monday through Friday from 8-9am, with different hosts each day. It features approximately three, 10-15 minute interviews per show, with an emphasis on community and local guests. The show combines music, culture, and news to create a compelling, informative and entertaining program.

The program includes 5 minutes of syndicated news, announcements, weather forecast, 3 live interviews in studio or by phone, musical interludes and occasional pre-produced segment. Each weekday morning features a different live local host per day.

Additionally, the program is streamed live on the internet and interviews are podcasted and archived online after the show.

**BASIC RESPONSIBILITIES:**

- Book up to 3 topical and compelling guests each week in coordination with the Buzz host.
- Manage program booking calendar and avoid double-booking with other producers.
- Prepare bio and background on all guests. Help write host script.
- Confirm logistical details with guests to ensure they arrive on time and prepared. Greet guests and escort them into the studio for their segment.
- Coordinate with program engineer and station staff for any special technical needs
- Respond to inquiries from members of the public wishing to appear on the show.
- Keep up to date with news and current events. Pitch guest and topic ideas in weekly meetings to keep show relevant, engaging, and responsive to Madison community.
- Consult News Director for guest/segment ideas as needed, and before booking election-related guests or sensitive topics.
- Select musical interludes, if needed.
- Assist in periodic station pledge drives.
- Follow all FCC and station rules

**QUALIFICATIONS:**

- Highly organized and able to work with minimal supervision
- Clear and direct communication skills
- Interest in and knowledge of variety of news, arts, events and activism in Madison

- Cool under pressure; humor and resiliency to adapt to the needs of fast-paced live radio
- Familiarity with google docs and calendar a plus
- Commitment to WORT [mission](#)

**TO APPLY:**

Please fill out our online application to get started. Those who are underrepresented in traditional media –and those familiar with underrepresented topics in mainstream media - are especially encouraged to apply.

**FOR MORE INFORMATION:**

Contact News and Talk Director Chali Pittman at [chali@wortfm.org](mailto:chali@wortfm.org) or (608) 321-9586.