



POSITION DESCRIPTION - Feature Producer

TITLE: Feature Producer
REPORTS TO: News Director and Assistant News Director
HOURS: Flexible

DESCRIPTION:

This position is responsible for creating original radio feature stories for broadcast on WORT's Local News at 6pm. Regular feature topic will be determined in consultation with News Director. Once approved, it will be scheduled into the weekly broadcast calendar with the expectation of airing one segment per week. Standard segment length is 5 to 8 minutes.

BASIC RESPONSIBILITIES:

- Identify timely and topical story idea for the week.
- Schedule, conduct, and record interviews in studio or on location, as needed.
- Identify and obtain potential sources of broadcast-quality sound relevant to your story.
- Compose script using conversational broadcast language in the present tense.
- Record vocals using broadcast-quality microphone.
- Mix all audio together into one WAV file with 41,000 hz sample rate. Edit to agreed-upon length.
- Save files to daily FINAL folder on station network or on WORT NEWS Google Drive.
- Compose host lede and save to folder.
- Turn in story by agreed-upon deadline each week.
- Respond to listener or editor feedback as needed.
- Abide by all FCC and station regulations. No profanity, commercials, or slander.
- Post your story on the WORT website and share via social media.
- Give at least one week's notice if you will not be able to deliver your regular segment.
- Give at least one month's advance notice when you need to end your volunteer commitment for any reason.

REQUIREMENTS:

- Knowledge and/or expertise in a particular field
- Ability to reliably deliver a weekly segment on deadline
- Clear and accurate writing and vocal delivery skills

TO APPLY:

Please fill out the WORT online volunteer application and check the "Feature Producer" box. For more information or questions, contact Chali Pittman at chali@wortfm.org.