



TITLE: Host, *A Public Affair*
REPORTS TO: News Director; Talk Producer
HOURS: Tuesdays 11:30am – 1:15pm
+ minimum 5 hours/week prep time

DESCRIPTION: The host is responsible for conducting the Tuesday edition of *A Public Affair*, WORT's weekday listener call-in show. The host works weekly with the Talk Producer, sound engineer, and receptionist as well as other WORT staff and volunteers. This is a volunteer position.

ABOUT THE PROGRAM: *A Public Affair* is a weekday interview program on WORT 89.9 FM. It airs Monday through Friday from 12-1pm and aims to engage listeners in a conversation about important social, cultural, and political issues. The program is staffed by five volunteer hosts, a part-time staff producer, and volunteer soundboard engineers. *A Public Affair* is streamed live on our website and mobile app, archived on our website, and distributed across podcasting apps.

BASIC RESPONSIBILITIES:

On-air responsibilities:

- Arrive at the station on-time and prepared each week.
- Conduct a substantive hour-long live interview each week.
- Take listener calls in a timely fashion.
- Engage with listeners and respond to their comments and suggestions as appropriate.
- Follow all station and FCC rules. No profanity, commercials, or slander.

Preparation:

- Generate ideas for weekly show topics and guests with Talk Producer. Help book a diversity of timely interviews that will keep the show relevant and engaging to the Madison community.
- Prepare for each show by researching the topic(s) and guest(s). This can mean reading relevant news articles, reading a guest's book, and/or listening to podcasts where the guest was interviewed previously.
- Write a script for each show: , including an introduction, midtro, and outro.
- Keep up with current events and the news.
- Respond to controversial community issues by offering room for dialogue.

- Regularly communicate with Talk Producer. Ensure timely communication with other hosts, staff, volunteers, and listeners.

Station activities:

- Participate in station pledge drives and training opportunities.
- Promote and publicize the program and station.
- Uphold the WORT mission to respect all people and their environments.
- Give at least one month's advance notice when you need to end your volunteer commitment for any reason.

OTHER QUALIFICATIONS:

- Highly organized and able to work with minimal supervision.
- Clear and direct communication skills .
- Interest in and knowledge of a variety of news outlets, arts venues, events, and activism in Madison.
- Cool under pressure. A sense of humor is a plus.
- Adaptable to the needs of fast-paced live radio.
- Familiarity with Google Docs and Google Calendar is a plus.
- Commitment to WORT's mission.

THE IDEAL HOST...

- Is open-minded, curious, and well-informed.
- Has a diverse set of interests, knowledge, and community connections.
- Is comfortable and assertive when speaking on-air for an hour.
- Can identify interesting and important topics worthy of community conversation.
- Interviews a variety and diversity of guests.
- Can think on their feet when fielding calls from the public.
- Works collaboratively with a team.

WE PROVIDE:

- Thorough training on radio production.
- Real world experience with professional feedback and mentoring.
- A byline and portfolio of work to use in later job-seeking.
- Access to the tools of the trade.
- A chance to bring untold stories to light and be heard on the airwaves.
- An opportunity to participate in an award-winning community institution with a 50-year history.

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 or (608) 321-9586.