



TITLE: Producer, Tuesday 8 O'Clock Buzz
REPORTS TO: News Director; 8 O'Clock Buzz Hosts
HOURS: Flexible, approximately 4-8 hours per week

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 the engineer.

ABOUT THE PROGRAM: The 8 O'Clock Buzz is an upbeat, morning program on community radio WORT 89.9 FM. It airs live Monday through Friday. The program format is 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.

Each weekday is hosted by a different local host or hosting team. The hosts of the Tuesday 8 O'Clock Buzz are Tara Wilhelmi and Breyon Sommerville. The program is also streamed live on the internet and interviews are podcasted and archived online after the show.

BASIC RESPONSIBILITIES:

- Keep up-to-date with news and current events.
- Pitch topical and compelling guest interview ideas that will keep the show relevant, engaging, and responsive to the Madison community.
- Respond to listener feedback as needed. Respond to inquiries from members of the public wishing to appear on the show.
- Manage program booking calendar. Book guests in coordination with Buzz hosts.
- Confirm logistical details with guests to ensure they arrive on time and prepared.
- Coordinate with program engineer and station staff for any special technical needs.
- Assist with written script by preparing written bio and background.
- Coordinate dates for substitute hosts as needed
- Select appropriate musical interludes, as needed.
- Enter show information into Spintron, our online logging software.
- Assist in periodic station fundraisers.
- Assist with web production as requested.
- Follow all FCC and station rules. No profanity, commercials, or slander.
- Give at least one month's advance notice when you need to end your volunteer commitment for any reason.

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

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 nearly 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.