



POSITION DESCRIPTION - Access Hour Web Producer

REPORTS TO: Access Hour Producer & News Director

HOURS: Flexible; approx. 1.5 to 3 hrs/wk

DESCRIPTION: This position is responsible for posting the Access Hour, WORT's commitment to public access to the airwaves, to the WORT website following the show. This position can secondarily involve additional documentation, such as video or photography, as needed.

BASIC RESPONSIBILITIES:

- Download raw audio from WORT website.
- Cut program segments from raw file using audio editor, excising music, station announcements.
- Upload segment to audio hosting service, SoundCloud.
- Generate new WORT web post on the WORT website.
- Identify appropriate, copyright-permissible image for each interview, following all rules in the WORT Image Use Policy. Capture photo of program in progress, if needed.
- Compose original language for web description, including topic of show, and hosts and guests involved.
- Review spelling and grammar for web post, particularly for proper nouns.
- Link to appropriate reports, events, and relevant information in body of web post.
- Work with producer to forward along to guests.
- 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
- Familiarity with online content management systems (WordPress) or willingness to learn
- Familiarity with image copyright information or willingness to learn
- Internet sleuthing skills a plus
- Availability on Monday evenings, from 6:30-8pm, a plus
- Commitment to WORT mission

WE PROVIDE:

- Thorough training on audio editing, website posting, and image use policies,
- Real world experience with professional feedback and mentoring,
- Access to the tools of the trade,
- A chance to bring untold voices to the digital community,
- 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 Volunteer Coordinator Adrienne Ranney at adrienne@wortfm.org or (608) 321-9583.