



## **Program Manager, WORT News Collaborative**

**Status:** Limited Term Employee, June 10 through August 30

**Reports to:** WORT News, Talk, and Public Affairs Director

**Works under:** General supervision (see appendix)

**Hours:** 12 weeks, 25 hours per week

**Pay:** \$25/hr, paid biweekly

**Job Summary:** The Program Manager will manage and coordinate the first cohort of WORT's Summer News Collaborative, a 10-week immersive program running June through August 2024.

**About this program:** The Summer News Collaborative is a pilot program launching in summer 2024. Its goal is to train individuals from groups traditionally underrepresented in local media in the fundamentals of audio journalism. The first cohort will consist of six Storytelling Fellows, recommended to WORT by community partners. Each program week will introduce new methods and techniques in audio, media, and broadcasting.

### **Primary Responsibilities:**

- 1. Welcome trainees.** Work with the News Director and others to welcome Storytelling Fellows and community partners to the program and introduce them to WORT's building, mission, and values.
- 2. Coordinate schedules.** Work with Fellows to coordinate an acceptable weekly schedule for the program. Identify times for group and individual training.
- 3. Implement training.** Prepare for each week's theme by reviewing the syllabus, and ensuring program equipment is set up for the week's activities. Teach each week's themes and provide examples using a handbook prepared for this project.
- 4. Review work and provide feedback.** Review work submitted by Fellows, offering tips and editing as needed. Work with the News Director and News Producer to coordinate airdates for selected pieces.
- 5. Manage reflections.** At the end of each week, collect and review students' weekly reflections and takeaways. At the end of the program, collect trainees' overall reflections on the program.

6. **Maintain training space and equipment.** Ensure downstairs training space is kept tidy. Track and manage project equipment is needed.
7. **Coordinate payment.** Ensure Fellows' timesheets are distributed and collected each week. Work with the News Director to review and submit timesheets to the bookkeeper.
8. **Coordinate logistics for guest speakers and workshops.** Work with the News Director to coordinate scheduled guest speakers. Confirm speakers' scheduled presentations in advance, and ensure any technical needs are set up. Greet in-person and virtual guest speakers and coordinate delivery of honorarium.
9. **Coordinate logistics for field trips and special programming.** Work with News Director to coordinate travel and logistics for 1-2 off-site locations, as well as special visits on WORT programs.
10. **Provide feedback for future iterations.** Provide write-up of program to News Director no later than one week after program end.

#### **Secondary Responsibilities:**

1. **Provide materials needed for grant reporting requirements,** including photo and/or written documentation of the project.
2. **Cultivate relationships** with staff members, WORT volunteers, project funders, and community partners involved in the program.
3. **Other duties as assigned.**

#### **REQUIRED QUALIFICATIONS**

- Demonstrated familiarity with audio editing software, preferably Adobe Audition.
- Clear written and verbal communication skills in English.
- Strong organizational skills.
- Familiarity and commitment to [WORT's mission](#).
- Respect for various values, beliefs, attitudes, identities, and backgrounds.
- Collaborative working style.

#### **OTHER PREFERRED QUALIFICATIONS:**

- Demonstrated experience as manager or editor.
- Experience training, mentoring, and/or leading diverse groups.
- Familiarity with local broadcasting and/or podcasting industry.
- Familiarity with curriculum development and assessment.
- Familiarity with local community organizations and their structure.
- Proficiency in Spanish and/or Hmong language a plus.

**TO APPLY:**

Please fill out our online application by Wednesday, May 29, 2024 at 8pm.

**FOR MORE INFORMATION:**

Contact WORT News Director Chali Pittman at [chali@wortfm.org](mailto:chali@wortfm.org).

**WORKING CONDITIONS:**

The Program Manager will work in an office setting the majority of the time, requiring sitting (or standing) for long periods of time at a computer; and communicating by telephone and email. Dress code at WORT-FM is casual, though some events may require more professional attire.

This position may require availability as possible to meet with trainees outside business hours.

**TIME:** This position requires 25 hours per week from June 10 through August 30. Applicants should be available for all weeks in this twelve-week period.

**PAY:** This position is paid hourly, at a rate of \$25 per hour. Paychecks are distributed every other week.

**BENEFITS:**

As a Limited Term Employee, this position is not entitled to benefits.

**STATEMENT OF NON-DISCRIMINATION:**

WORT-FM does not discriminate in its employment practices with regard to age, ancestry, arrest record, color, conviction record, creed, cultural background, disability, ethnicity, gender, gender identity or expression, marital status, military obligations, national origin, race, sex, or sexual orientation.

## Appendix: Levels of Supervision/Direction

1. **Direct or close supervision.** Supervisor or lead provides daily oversight of work activities. Employee is given specific instructions regarding duties to perform, assignments to complete and sequence of work steps and processes to follow. Employee follows clearly defined work procedures, processes, formats, and priorities. Work is frequently reviewed for accuracy, completion, and adherence to instructions and established standards, processes and procedures.
2. **General supervision.** Employee performs recurring assignments without daily oversight by applying established guidelines, policies, procedures, and work methods. Employee prioritizes day-to-day work tasks. Supervisor provides guidance and must approve deviation from established guidelines, policies, procedures, and work methods. Decision-making is limited in context to the completion of work tasks. Completed work is consistent with established guidelines, policies, procedures and work methods. Supervisory guidance is provided in new or unusual situations. Work is periodically reviewed for compliance with guidelines, policies and procedures.
3. **General direction.** Employee independently performs all assignments using knowledge of established policies and work objectives. Employee plans and organizes the work and assists in determining priorities and deadlines. May deviate from standard work methods, guidelines or procedures in order to meet work objectives. Employee exercises independent decision-making authority and discretion to decide which work methods to use, tasks to perform and procedures to follow to meet work objectives. Completed work is reviewed for effectiveness in producing expected results.
4. **Administrative direction.** Employee works independently within the scope and context of rules, regulations, and employer objectives. Employee independently plans, designs and carries out programs, projects and studies in accordance with broad policy statements or legal requirements. Employee exercises independent decision-making authority for determining work objectives and goals to be accomplished. Completed work is reviewed for compliance with laws and regulations and adherence to program goals, objectives, budgetary limitations, and general employer policies.