



TITLE: Host, *A Public Affair*
REPORTS TO: news director; talk producer
HOURS: Monday or Thursdays 11:30am – 1:15pm
+ minimum 5 hours/week of prep time

DESCRIPTION: The host is responsible for conducting the Monday or Thursday 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:

- Based in South-Central Wisconsin
- 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
- Adaptable to the needs of fast-paced live radio
- Familiarity with Google Docs and Google Calendar
- 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 Nate Carlin at nate@wortfm.org or (608) 321-9586.