



Job Title: Talk Producer

Status: Permanent Part-Time Employee, 16 hours per week

Hours: M-F 11 AM-2 PM, extra hours as needed

Reports to: WORT News Director

Job Summary :

The Talk Producer is responsible for producing WORT's noon-hour daily call-in radio talk show ("A Public Affair") Monday through Friday. The Talk Producer works closely with the show's volunteer hosts, each of whom bring different expertises and areas of interest.

Primary Responsibilities:

The Talk Producer is responsible for:

1. Booking Guests

- Strategize program ideas with each host each week. Research, solicit, and pre-interview guests as needed.
- Request guests, send confirmations of bookings and handle all necessary logistics
- Coordinate with hosts to avoid double-booking
- Procure review copies of books from publishers
- Respond to interview requests and listener comments
- Help hosts make back-up plans when needed

2. On-Air Assistance

- Greet guests
- Assist the sound engineer and troubleshoot any technical difficulties
- Screen listener calls during the show

3. Posting Interview Archive

- Edit audio interview and post to WORT's website
- Find and/or create photos and multimedia for web post
- Upload the daily episode to podcast server
- Share the post on social media

4. Ensuring Program Continuity

- Ensure program begins and ends on time, with a smooth transition into the next show
- Help hosts and engineers find subs as needed
- Serve as a back-up engineer
- Arrange for back-up programming when needed

Secondary Responsibilities:

The Talk Producer is secondarily responsible for:

- Participating in station pledge drives though on air fundraising
- Prepping audio files for Syndicated shows
- Assisting other talk shows as time allows
- Other duties as assigned

Desired Education:

Coursework towards a bachelor's degree in journalism, communication arts, or in the humanities, or equivalent work experience

Required Qualifications:

- Working knowledge of current affairs and contemporary discourse
- Strong verbal and written communication skills
- Strong time management skills
- Demonstrated ability to prioritize effectively in the face of multiple, competing and shifting priorities
- Strong organizational skills
- A commitment to quality independent journalism
- Resident of Madison, and the ability to travel to the radio station

Desired qualifications:

- Prior radio or broadcast experience
- Audio editing skills
- Knowledge of local issues and local public figures
- Proficiency with Adobe Audition and content management software
- Ability to work under a deadline or under pressure
- Comfort cold-calling or cold-emailing potential guests

Working conditions:

The Talk Producer is expected to work on site, and must present daily from noon-1 PM.

The Talk Producer 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. The dress code at WORT-FM is casual.

Pay and benefits:

Pay starts at \$20/hr with a yearly 3% raise. Benefits include annual company contributions to a retirement plan and 12 days of PTO per year (pro-rated by FTE).

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.