



**POSITION: Broadcast Associate – News Reporter/Producer**

Full-Time / Hourly / Benefited / Non-Exempt

Regular schedule TBD and requires flexibility as well as evenings and weekends.

**RECRUITMENT ID: 576**

**LOCATION:** NSPR, North State Public Radio - KCHO-FM in Chico and KFPR-FM in Redding.

**COMPENSATION:** \$16.00 per hour

**ESSENTIAL JOB FUNCTIONS:** Under the direction of the News Director, as well as the General Manager, the News Reporter/ Producer provides news gathering, writing, reporting, and production services. Examples of duties include:

1. **RECEIVE ASSIGNMENTS OR EVALUATE NEWS LEADS AND NEWS TIPS TO DEVELOP STORY IDEAS FOR LOCAL BROADCAST.** Develop, research, write, produce and edit relevant and interesting stories for broadcast and online use; identify and develop new resources for use by News Team; organize material, determine approach or emphasis, and write/edit stories according to prescribed editorial style or format; adhere strictly to station's journalistic Code of Ethics.
2. **ACT AS LIVE ON-AIR ANCHOR AND/OR RECORDED ANNOUNCER OF NEWS STORIES, INTERVIEWS AND PUBLIC AFFAIRS STORIES.** Appear on radio programs when conducting interviews or narration; give live reports from site of news event, when appropriate; serve as occasional weekday host for Morning Edition and All Things Considered, including working with a mixing board in on-air studio, announcing live weather and traffic reports, operating multiple computer systems simultaneously (e.g., ENCO, Dropbox, Audition, Content Depot.)
3. **PROVIDE TECHNICAL AUDIO PRODUCTION SERVICES.** Capture, edit and produce broadcast-quality audio actualities, using digital audio studio and field equipment and editing software to create broadcast- and internet-ready news content; ability to work outside of the studio and offices to gather visuals and sound to compose those stories.
4. **PROVIDE NEWS PROGRAM PRODUCTION SERVICES.** As assigned or required, design overall newscast, assess and analyze approved stories for placement, write and record lead-in and lead-out copy, and approve final newscast for airing. Write copy for on-air and print promotion of news stories, specials and features. Post content to NSPR web-site and social media sites (e.g., Twitter, Facebook, YouTube, NPR One).
5. **FOSTER COMMUNITY OUTREACH AND LIAISONS IN SUPPORT OF NORTHSTATE PUBLIC RADIO NEWS.** Develop and maintain relationships with newsmakers, other news sources, and media. Provide excellent customer service to Northstate Public Radio listeners.
6. **IDENTIFY/PROPOSE NEWS STORIES FOR POSSIBLE REGIONAL OR NATIONAL DISTRIBUTION.** Work with News Director to strategize pitches of stories to national and statewide networks.
7. **WORK WITH STAFF, STUDENTS, INTERNS, AND COMMUNITY VOLUNTEERS IN A TEAM ENVIRONMENT.** Work in and foster an environment of teamwork. As required, assist with training and integrating students, interns and community volunteers into News Department operations.

**DISCLOSURE OF CAMPUS CRIME STATISTICS**

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: <http://www.csuchico.edu/up>.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.

8. **ATTEND REGULAR NEWS TEAM AND STAFF MEETINGS AND OTHER STATION FUNCTIONS AS REQUIRED.**
9. **OTHER DUTIES, AS ASSIGNED.**

**EMPLOYMENT STANDARDS:** Requires a B.A. in Journalism or related field and/or comparable experience in broadcast journalism and audio production. Broadcast engineering and announcing experience is desirable, preferably in news reporting and delivery. In addition requires: Excellent written and verbal communication skills; excellent analytical and problem-solving skills with strong attention to detail and accuracy; excellent time management skills and ability to organize and complete multiple tasks simultaneously; demonstrable proficiency with professional-quality digital field recording equipment (e.g., flash recorders); Strong background with Microsoft Office Suite, particularly with Word, Excel, and Outlook. Demonstrable proficiency with digital audio editing software (e.g., Adobe Audition, Audacity); photography and video recording skills; Strong familiarity with the public radio industry, public radio-related fundraising, FCC Rules and Regulations, and not-for-profit business structure; Strong familiarity with non-commercial radio broadcasting. Broadcast engineering and announcing experience desirable, preferably in news reporting and delivery.

**BENEFITS:** Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays.

**APPLICATION REQUIREMENTS:** Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Introductory Letter of Interest
- Resume
- Three professional references
- Non-returnable CD recording of prior new reporting or production audio (if available).

**APPLICATION DEADLINE:** Application deadline is February 12, 2018. Applications can be submitted:

**BY MAIL:**

CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, CA 95928-5388

**IN PERSON:**

CSU, Chico Research Foundation  
25 Main Street, 2<sup>nd</sup> Floor suite 206  
Chico, CA

**BY EMAIL:**

[rfhrjobs@csuchico.edu](mailto:rfhrjobs@csuchico.edu)

**BY FAX:** (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** <http://www.csuchico.edu/rfdn/>

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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