POSITION OPENING

POSITION: Board Operator/Morning Host/Producer (Part-time)

RECRUITMENT ID: 675

LOCATION: NSPR, North State Public Radio

COMPENSATION: $16.00 per hour

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

1. **Act as a live, on-air anchor and/or recorded announcer of news stories, interviews and public affairs stories.** Serve as weekday host for Morning Edition, including working with a mixing board in on-air studio, announcing morning newscasts, breaking news, live weather, traffic reports, underwriting and operating multiple computer systems simultaneously (e.g., ENCO, Dropbox, Audition, Content Depot.) Appear on radio programs when conducting interviews or narration as needed; give live reports from site of news event, when appropriate.

2. **Provide news program production services.** 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 website and social media sites (e.g., Twitter, Facebook, YouTube, NPR One).

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. **Receive assignments or evaluate news leads and news tips to develop story ideas for local broadcast.** Develop, research, report, 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.

5. **Foster community outreach and liaisons in support of North State Public Radio News.** Develop and maintain relationships with newsmakers, other news sources and media. Provide excellent customer service to North State Public Radio listeners.

6. **Identify/proposal news stories for possible local, regional and national distribution.** Identify and pitch possible stories for local newscasts. 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; including working in collaborative environments with other organization news hosts, reporters and producers.

8. **Attend regular news team and staff meetings and other station functions as required.**

9. **Other duties, as assigned.**

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.

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EMPLOYMENT STANDARDS: Requires a B.A. in Journalism or related field, or close obtainment of such degree, and/or comparable experience in broadcast journalism and audio production. Broadcast engineering and announcing experience is desirable, preferably in news reporting and delivery. 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; proficiency with professional-quality digital field recording equipment (e.g., flash recorders); strong background with Microsoft Office Suite, particularly with Word, Excel and Outlook; 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.

APPLICATION REQUIREMENTS: Applicants must submit a completed Chico State Enterprises application, an introductory letter of interest, a resume demonstrating qualifications for the position, 3 professional references and a recording of prior news reporting or production audio. Note: Incomplete application packages will not be considered.

APPLICATION DEADLINE: Application deadline is September 2, 2019. Job is open until filled.

Applications can be submitted:

**BY MAIL:**
Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

**IN PERSON:**
Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

**BY EMAIL:**
csejobs@csuchico.edu

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

For questions, please contact Chico State Enterprises Human Resources office:

**BY PHONE:** (530) 898-6811 or VISIT OUR WEBSITE: [http://www.csuchico.edu/cse/](http://www.csuchico.edu/cse/)

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