POSITION: Radio Producer
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 636

LOCATION: North State Public Radio, KCHO-FM Chico/KFPR-FM Redding

COMPENSATION: $15.50-$17.00 per hour

ESSENTIAL JOB FUNCTIONS: Under the supervision of the General Manager this position will be responsible for a wide range of live and pre-produced broadcast services for North State Public Radio. The employee will be assigned core responsibilities that include:

- **Serve as producer for local shows.** Coordinate with program hosts for in-house productions. Schedule recording and production studio time. Record live studio, phone, or digital-link audio sessions. Import, edit, and export audio using digital editing software. Finalize productions for air-ready presentation. Provide post-production services as necessary. Upload shows to syndication services, and coordinate with web and social media that shows’ segments and assets are available.

- **Produce recorded promotional spots, public service announcements and program breaks.** In coordination with Program Director and using station production studios, audio equipment and digital audio editing equipment, record and edit promotional spots, PSAs, and program breaks for air.

- **Serve as automation system backup.** Under the direction of the Production Director, learn all facets the station’s ENCO automation system, including recording, troubleshooting, maintenance, and training to NSPR staff.

- **Insure facilities security and strict adherence to safety requirements.** Unlocking and opening as well as closing and locking radio station required. Learn and maintain appropriate operation and security of station broadcast, computer and office equipment.

- **Attend regular staff meetings and other station functions as required and other duties as assigned.**

Additionally, the producer may be assigned to specialize in one or more of the following activities:

1. **Coordinate editing software within NSPR.** Keep track of upgrades to digital audio editing products used at NSPR, updates computers to newest version, recommend when possible changes or additions to products, train the staff in new products, upgrades and editing techniques.

2. **Become proficient in affiliate website processes, such as PRX syndication and NPR Composer2 reporting.**

3. **Participate** in station outreach and fundraising activities.

4. **Participate** in field recordings and productions.

5. **Assist** the Chief Engineer with projects.

EMPLOYMENT STANDARDS: Requires a minimum of two years paid professional broadcast experience. Experience must include prior radio engineering. A Bachelor’s degree in Communications, Journalism or a closely related field desired, but not required. In addition, this position requires: Excellent writing and diction skills; Excellent organizational skills; Strong background with Microsoft Office Suite and particularly with Word and Excel.
Outlook; Willingness to learn, master and use new computer and audio technologies; Ability to remain focused in fast-paced environment with quickly-shifting priorities; Ability to take direction and work in a mutually supportive team environment; Familiarity with the public radio industry, FCC Rules and Regulations, and not-for-profit business structure; Proficiency with digital audio editing software (e.g., Adobe Audition). Experience training, supervising, and working with volunteers and students preferred. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment. In addition, the candidate must possess a valid California Driver’s License and good driving record. Participation in the DMV Employer Pull Notice Program (driving record) will be required upon hire.

**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
- Cover letter
- Current resume
- Three professional references
- Sample of audio engineering work, mp3 or wav file

**APPLICATION DEADLINE:** Open until filled. Application review begins March 20, 2019. Applications submitted after March 19, 2019 may not be considered. Applications can be submitted:

**BY MAIL:**
CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

**IN PERSON:**
CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

**BY EMAIL:**
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/](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.