

KPTZ Job Description

Position Title: News Producer

Reports to: General Manager

FLSA Status: Non-exempt, initially .5 - .75 FTE

KPTZ is an equal opportunity employer that pledges to not discriminate against employees based on race, color, religion, sex, national origin, age, disability or genetic information.

Located in the vital nexus of arts, nature, history, and forward-thinking that is Port Townsend, WA, community supported radio station KPTZ provides locally produced programming with a purpose to inform, enrich, and connect the community to itself, its listenership and the world, on-air and online. KPTZ now seeks a news producer to supervise and develop news coverage for this vibrant community. As a more immediate channel than local print or online media, and a more objective view than community web pages, KPTZ is becoming the outlet where residents go for the latest news that most affects them. The KPTZ News Producer will be deeply embedded in a small town with enormous reach, reporting and producing local news stories — often with a national or even global relevance — in a place that, for reasons both historical and geographical, finds itself at the vanguard of many cultural currents.

Summary

KPTZ Local News is to be produced for on-air delivery, emphasizing locally-relevant content of interest to KPTZ's listenership.

This requires community familiarity and involvement, in coordination with station staff and volunteers, in order to:

- Prioritize workflow in light of overall station operations: staff, volunteers and facility.
- Support and nurture high standards for KPTZ newscasts and procedures.
- Starting as a part time position, the goal is to expand the role to a full time position, once the requisite additional budget funding is secured.
- Emphasize teamwork in all aspects of staff coordination.

Responsibilities

Support and Implement KPTZ's Mission

To build and strengthen community throughout the northeast Olympic Peninsula, actively engaging our listeners through high quality community radio programming that is educational, entertaining, and service oriented.

News

- Investigate, write, and produce local news stories on the broad range of issues relevant to the northeast Olympic Peninsula.
- Coordinate with KPTZ News Director to work alongside News team volunteers, with the objective to produce quality on-air news programming, according to station guidelines.

- General assignment reporting to cover local government meetings, community events, and important community and regional issues, conducting interviews and field reporting as needed.
- Develop informative news programming of public interest including Jefferson County and City of Port Townsend community programs and agencies.
- Produce multiple news stories for broadcast each week, host newscasts, and produce magazine length features.
- Coordinate and assist with station public affairs programming.
- During local emergencies, update local residents in conjunction with KPTZ's Emergency Response team.
- Work together collaboratively and cooperatively with other station leads, DJ hosts, and program producers.

Fundraising

Participate in on-air fundraising during fund drives and as directed.

Other Duties

- Knowledge of KPTZ's studios and equipment for producing Local News content.
- Participate as appropriate in station events.
- May be directed to assist with production and programming content.
- Collaborate in development and production of special programming, as agreed.
- Collaborate with KPTZ team to produce program elements, including live and recorded announcements promoting upcoming News content.
- Coordinate with News team to implement training program for new and established news reporters, according to station guidelines, policies, and systems involved in station volunteer work.
- Perform all aspects of the news production process, including use of digital editing software to create and edit news segments, and upload completed reports into station automation platform for airplay.

Office Hours

Maintain regular weekly office hours to work at the station for coordination with co-workers.

Vision for Rollout to Full-time News Director Position

- Participate in planning and implementation of the Local News expansion at KPTZ.
- Oversee and direct the other KPTZ News broadcasters.
- Act as executive producer and director of feature length News programming.
- Coordinate with general manager in collaboration with station leadership, to integrate the news function in complement with station operations.
- Work with volunteer coordinator to train and supervise incoming and ongoing station news reporters and producers, including managing staff changes/absences when necessary.

- Recruit and train new volunteers on station policies, news gathering resources, script writing, voiceover technique, production processes, and use of radio automation platform.

Qualifications

- Bachelor's degree, preferably in journalism, and/or journalism experience at a newspaper, digital outlet, or radio station
- Broadcast radio experience
- Eagerness to make a difference in a community through responsible journalism
- Local residency, or having obtained housing in the area, is recommended.
- Must be fully vaccinated against COVID-19, and if hired, must present proof of vaccination before start date. Candidates may request an accommodation due to disability or exception as required under applicable law.

Compensation

Salary

This position is initially compensated based on 20-30 hrs/week.

Salary will be commensurate with experience.

Vacation and Holidays

The News Producer position receives 2 weeks (based on actual FTE) of paid vacation per year, to be taken with advance planning and coordination to assure all station functions are handled while away from work.

The KPTZ office observes 10 federal and state holidays, annually.

Application

To apply, please submit by email the following to General Manager Kate Ingram, manager@kptz.org:

- Cover letter describing your passion for this role, and that addresses the question: What do you see as community radio's role in a small locality over the next 3-5 years?
- Resume
- Contact information for three professional references
- Two reporting samples, either audio clips or written

These must be received by April 30, 2022 for review and hire shortly thereafter.