

PROVISIONAL MINIMUM QUALIFICATIONS ADDED 7/1/2013

DESCRIPTION: Under general supervision from the Assistant Radio Network Manager, develops and implements state-wide programming for the Nebraska Public Radio Network; trains, assigns work and supervises interns, volunteers and reporters who work for the Network.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, produces and hosts daily Nebraska Public Affairs Call-In Program for the Nebraska Radio Network.

Researches topics, contacts guests, conducts interviews and handles phone calls for the program.

Develops and produces feature programs, state-wide town meetings and documentaries for the Radio Network.

Monitors issues, concerns and needs of the people of Nebraska and translates appropriately into programming to help Nebraska citizens become informed about their state.

Recruits for and coordinates internship, volunteer, and free-lance reporting programs to include training, assignment of work and supervision of participants.

Contacts various national program vehicles to market Nebraska produced programs for air play on national public radio.

Assists in the Radio Network's on-air membership drives.

Develops procedures and programs to utilize the Network's satellite up-linking system and other available technologies to originate programming from various sites across Nebraska.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: current issues and concerns of interest to the citizens of Nebraska; resources available for researching Nebraska programming needs; national vehicles available for marketing Nebraska produced programming; principles and practices of supervision; Nebraska Public Radio Network guidelines and procedures for programming.

Ability to: utilize Nebraska's satellite broadcasting capabilities to originate programs from various sites; utilize various sites; utilize available audio production systems and techniques for quality sound reproduction; develop effective marketing strategy for Nebraska Public Radio memberships; evaluate current program production and revise as necessary to meet Nebraska citizen needs.

V33841 – RADIO PRODUCER (continued)

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: audio production techniques and procedures; general technical aspects of radio broadcasting systems; research techniques; Federal Communications Commission guidelines as they relate to public radio programming.

Ability to: utilize effective interviewing techniques to gather desired information; write clearly and succinctly; recruit and train volunteers, interns and professional writers; principles of marketing.

PROVISIONAL MINIMUM QUALIFICATIONS:(Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in journalism, communications, broadcasting, music, humanities (history, languages, law, literature, performing arts, philosophy, religion, and visual arts), or related field and minimum three years reporting and production experience required; equivalency considered.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).