

WKNO Job Posting

January 10, 2019

Basic Information

Position Title: Reporter/Producer
Division: Radio
Department: News
Supervisor's Title: News Director
Non-Exempt, Part-time

Purpose of Position

Serve as newscast/feature reporter/producer.

Basic Duties/Responsibilities

- Regularly produce news and feature pieces for broadcast during "Morning Edition" and "All Things Considered".
- Ability to read and announce copy in a conversational style.
- Produce interview segments.
- Strong storytelling ability.
- Ability to operate studio and remote equipment.
- Serve as local host of news/talk programs as needed.
- Ability to fill other news shifts as needed.
- Write copy for and post stories to website.
- Appear on WKNO-TV news programs as needed.
- Participate in all station on-air membership drives and other station community events as scheduled.
- Work cooperatively with others to further the missions and goals of the organization.
- Perform other job related duties as assigned.

Minimum Job Specifications

- Bachelor's degree, preferably in communications or journalism.
- Prefer public radio news reporting and production experience.
- Audio production experience required (preferably with digital editing)
- Excellent oral and written skills.
- Knowledge of FCC rules and regulations.
- Computer proficiency required.
- Ability to work flexible hours including evenings and weekends. Some light travel may apply.
- Ability to sit for long periods and to lift 30 pounds.
- Other job related duties as assigned.

Apply in writing to:

Deb Smith, Executive Assistant
WKNO Public Broadcasting
7151 Cherry Farms Road
Cordova, TN 38016
E-mail: dsmith@wkno.org

No Phone Calls Please. Open until filled.