

JOB OPENING: Managing News Producer

ABOUT RADIO BILINGÜE

Radio Bilingüe is the leading public radio producer and broadcaster serving Latino and Indigenous farmworkers and other low-wage essential workers in the U.S. The Fresno-based network owns and operates 25 FM public radio stations in California, Colorado, Arizona, New Mexico and Texas, and a national Spanish language news and information service used by more than 75 affiliates in the U.S. With our award-winning music, news and public affairs programming and creative educational radio campaigns, Radio Bilingüe informs and engages traditionally underserved Spanish-, Mixteco- and English-speaking listeners on issues such as immigration rights, health and mental health, environmental justice, worker rights and safety, civic engagement and disaster preparedness.

SUMMARY OF POSITION

Reporting to the News and Information Director, the Managing News Producer will oversee the production and airing of the three programs of Radio Bilingüe's news department, Línea Abierta, Despacho de Noticiero Latino and Edición Semanaria. The Managing News Director will manage a team of news professionals and will be responsible for ensuring all news programming is aired and published online on time and with the highest-quality journalistic and audio content. The ideal candidate will share Radio Bilingüe's passion for Latino-controlled independent media and elevating Latino concerns and voices. This position is an exempt, management-level position and requires a candidate with demonstrated exercise of discretion, initiative, time-management and sound judgment.

DUTIES

- Manage and coordinate the work of news production personnel, including sound engineer, producer, program host, web editors and administrative assistant, to produce network-distributed news/public affairs programming.
- Participate in regular editorial, advisory committee and strategic planning meetings.
- Coordinate news personnel to ensure coverage of issues of interest; booking of guests; program scheduling; production of live programs and pre-recorded interviews.
- Conduct research, editing, fact-checking, copywriting and post-production activities.
- Serve as a substitute news producer or news reporter, as needed.
- Monitor content to ensure high standards of quality in production deliverables.
- Supervise the coordination of freelance news correspondents, including their orientation in Radio Bilingüe's newsroom style and editorial policies.
- Network with other public media services and ensure proper capture, recording, and broadcast of acquired content.
- Maintain communication with regular commentators and affiliate stations.
- Ensure compliance with grant reporting requirements, including preparing monthly news production reports.

QUALIFICATIONS

- A combination of 10 years of education and professional-level work experience in electronic news production and/or management

- Bilingual Spanish and English, with excellent written and verbal communication skills in both languages
- Excellent people and facilitation skills
- Ability to work independently and manage multiple deadlines and priorities effectively
- Excellent project management skills
- Clear understanding of and commitment to public/community radio mission, vision and culture

SALARY/BENEFITS

Salary range for this position is \$65,000 – \$70,000 annually, commensurate with qualifications and experience. This is a regular, full-time position that requires flexible scheduling for occasional work during weekends or evenings. Our comprehensive benefits package includes vacation and sick leave, health, dental, and life insurance; a retirement plan; a supportive team culture and support for professional development activities.

WORK LOCATION

This is a remote position with the option to work at Radio Bilingüe's headquarters in Fresno, California. Travel to Fresno and other locations may be required at times.

COVID-19 WORKPLACE PROTOCOLS

Radio Bilingüe follows CDC guidelines and protocols related to workplace requirements during the COVID-19 pandemic.

TO APPLY: Email resume with cover letter to: radmin@radiobilingue.org. Position will remain open until filled.

EOE: Radio Bilingüe is committed to ensuring diversity, equity and inclusion in the workplace. We strongly encourage people from all backgrounds to apply for our open positions. Radio Bilingüe is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status or medical condition.