



## **JOB OPENING:** News Producer

### **SUMMARY OF POSITION**

Reporting to the News and Information Director, the News Producer will oversee the production and airing of daily Spanish-language news programming focused on Latino communities in the San Joaquin Valley of California. The News Producer will manage a team of news professionals and volunteers 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**

- Coordinate news reporters to produce news and public affairs programming of special interest to audiences in the Central Valley and California at large. This includes ensuring coverage of issues of interest, booking of guests, creating the program schedule, identifying and airing pre-recorded interviews, conducting research, editing, copywriting and conducting news assignments.
- Communicate and collaborates with sound engineer, managing news producer, program hosts, web editors and news administrative staff.
- Participate in regular editorial, advisory, staff, management and strategic planning meetings.
- Monitor news and public affairs programming to ensure high standards of quality in production deliverables.
- Collaborate with other media partners, including members of the Central Valley News Collaborative and the Central Valley Journalism Collaborative, to produce joint news coverage of relevant issues in the Central Valley.
- Network with other media outlets as needed to ensure acquisition and broadcast of news content from partnering organizations.
- Contribute as news producer and/or news reporter for network programs, Línea Abierta and Edición Semanaria, as needed.
- Produce and broadcast promotional program announcements.
- Coordinate filing of expenditures, acquisitions and data related to programming content and news sources.
- Oversee recruitment of, train and assign duties to news interns and volunteers.
- Ensures proper compliance with grant contracts by preparing monthly news production reports.
- Oversee monthly check request reports for freelance reporters and news content acquisitions.
- Attend professional events, including conferences, as appropriate.
- Other duties as assigned.

### **QUALIFICATIONS**

- A combination of education and professional-level work experience on a year for year substitution basis equaling ten years of related news production and/or management experience
- Bilingual Spanish and English, with excellent written and verbal communication skills in both languages
- Experience in managing a team
- Excellent people and facilitation skills
- Excellent project management skills

- Ability to work independently and manage multiple deadlines and priorities effectively
- Proficiency with Microsoft Word, Excel and Access
- Proficiency in portable audio recording gear, sound board operation and audio editing software
- Clear understanding of and commitment to public/community radio mission, vision and culture

### **SALARY/BENEFITS**

Salary range for this position is \$65,000. 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**

The physical location of this position is Radio Bilingüe's headquarters in Fresno, California. This position may require occasional travel depending on organizational needs.

### **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](mailto:radmin@radiobilingue.org).

### **ABOUT RADIO BILINGÜE**

Radio Bilingüe is the leading Latino-controlled noncommercial radio network and the preeminent producer and distributor of bilingual programming in the nation's public media system. For more than 40 years, Radio Bilingüe has been serving Latino and Indigenous farmworkers and other low-wage essential workers in the U.S. with essential news and information as well as opportunities for civic engagement. The Fresno-based network owns and operates 25 FM public radio stations in California, Colorado, Arizona, New Mexico and Texas as well as a national Spanish language news and information service, which is used by more than 75 affiliates across the U.S. The nationally distributed programs, Línea Abierta and Edición Semanaria, have been on the air for more than 25 years. Radio Bilingüe has deep roots and core audiences in California's San Joaquin Valley. Its flagship station, KSJV, has been anchored in Fresno since it went on the air in 1980.

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Radio Bilingüe is an equal opportunity employer that is committed to ensuring diversity, equity and inclusion in the workplace. We strongly encourage people from all backgrounds to apply for our open positions. All qualified applicants for employment will receive consideration without regard to an individual's race, race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, mental or physical disability, military or veteran status, marital status, medical condition or any other characteristics as protected by federal, state or local laws.