



Position Title: **Producer**

Reports to: **VP of Programming and Production**

Mission Statement

Relevant Radio® - Bringing Christ to the world through the media.

Guiding Principles

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

Function Summary: Work closely with the show host and programming staff in planning and executing a national radio program.

Responsibilities:

- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Adhere to Relevant Radio policies and procedures.
- Understand and embrace the show philosophy as set forth by the Host and Program Director.
- Work in collaboration with Host, on planning, researching and producing of all aspects of the live and pre-recorded programs.
- Lead in the execution of daily shows: content, research, special guests, features, daily contributors, experts and breaking news.
- Approve final versions of recorded features for the show.
- Edit various production pieces as assigned by Host & Managing Editor.
- Manage show teams social media platforms, including show team's website page, Facebook, Twitter and Youtube accounts.
- Provide administrative support to the show team: assemble daily run down, compile show issues and program list, show mailings and listener follow-up, responsible for internet and social media updates.
- Screen listener phone calls.
- Collaborate with show technicians and engineering staff. Provide back up to board operators as needed.
- Secure alternate media for show, such as: interviews, calls, music and satellite feeds.
- Interview and select potential guests; oversee correspondence and confirmations.
- Research and develop potential relationships with Catholic figures for future interviews, networking and development with high profile guests.
- Work in collaboration with Host in maintaining show budget, work within establish budgetary guidelines and control expenses.
- Partner with other Relevant Radio staff producers to maximize guest and topic potential.
- Respond to listener's comments and questions.
- Lead and participate in daily show debriefings.
- Support on-air pledge drives as directed.
- Perform a variety of other tasks as assigned.

Experience and Skill Requirements:

- Practicing Catholic with a solid understanding of Catholic teaching and how it relates to on-air content. Will rely on faith knowledge to give show value and book high profile Catholic guests.
- 3 – 5 years of broadcast media experience preferred. 3 years' experience in a producer role of a live radio show. Talk radio preferred.

- Undergraduate degree in theology/journalism/communications or equivalent experience.
- Professional and versatile vocal quality, style and delivery. Ability to speak, read and write in English.
- Audio editing expertise; work with Adobe Audition/Cool Edit programs.
- Excellent grasp of and proficiency with all forms of social media
- Ability to recruit high visibility guests for show.
- Able to work under the pressure of live radio.
- Strong interpersonal, communication and on-air presentation skills.
- Strong organizational skills and ability to work with deadlines. Tenacious/motivated. Critical thinker.
- Ability to keep flexible hours.
- Ability and willingness to travel on occasion. Valid driver's license required.