

8 O'Clock Buzz on WORT 89.9FM - PRODUCER

(2015)

VOLUNTEER POSITION

TITLE: BUZZ PRODUCER
REPORTS TO: NEWS AND PUBLIC AFFAIRS DIRECTOR
SCHEDULE: 7:30 - 9:30am ONE DESIGNATED DAY PER WEEK, PLUS SEVERAL HOURS PREP TIME

DESCRIPTION: The Buzz Producer is responsible for booking guests for one weekly edition of the 8 O'Clock Buzz, WORT's daily upbeat morning drivetime radio program. The Producer is also responsible for live on-air production of the show, in concert with engineer.

ABOUT: The 8 O'Clock Buzz is a WORT's live morning show from 8-9am each weekday.

The program includes 3 minutes of syndicated labor news, announcements, weather forecast, 3 live interviews in studio or by phone, musical interludes and occasional pre-produced segment. Each weekday morning features a different live local host per day.

Additionally, the program is streamed live on the internet and interviews are podcasted and archived online after the show.

REQUIREMENTS:

- Book 3 topical and compelling guests each week in coordination with the Buzz host.
- Manage program booking calendar and avoid double-booking with other producers.
- Prepare bio and background on all guests. Make sure host has timely and relevant information in advance of interview.
- Confirm logistical details with guests to ensure they arrive on time and prepared. Greet guests and escort them into the studio for their segment.
- Coordinate with program engineer and station staff for any special technical needs (live bands in studio, remote broadcasts, Skype interviews, etc).
- Respond to inquiries from members of the public wishing to appear on the show.
- Keep up to date with news and current events. Pitch guest and topic ideas in weekly meetings to keep show relevant, engaging, and responsive to Madison community.
- Consult News Director for guest/segment ideas as needed, and before booking election-related guests or sensitive topics.
- Promote the program via social media and archive the program on the station's website.
- Assist in periodic station pledge drives.
- Follow all FCC and station rules

QUALIFICATIONS:

- Highly organized and able to work with minimal supervision
- Clear and direct communication skills
- Interest in and knowledge of variety of news, arts and cultural events in Madison
- Cool under pressure; humor and resiliency to adapt to the needs of fast-paced live radio
- Familiarity with google docs and calendar a plus
- Commitment to WORT [mission](#)