



MSU Student Radio | WDBM-FM

Now Hiring: News Producer - The State

Work for one of Michigan State University's largest student organizations!

Impact 89FM is seeking a News Producer for The State. This is a paid staff position in the organization, working with a paid staff of approximately 60 students and a volunteer staff of approximately 150 students. Applicants must be current undergraduate or graduate students at Michigan State University.

Basic Qualifications:

- Must be a student at Michigan State University.
- Must have excellent interpersonal, training and motivational skills.
- Must be self-driven, detail-oriented, and highly organized.
- Must have demonstrated timely communication skills. It is expected that email, chat, text or voice messages are returned within 24 hours during the standard work week.
- Must be able to manage multiple projects at a time and meet deadlines.
- Must be willing to work during non-business hours as needed.
- Must have familiarity with computer systems and data organization as well as technical troubleshooting skills.
- Must be enthusiastic about sharing news journalistic content.
- Must be available to host and produce The State during its time slot every weekday and deliver files ready for broadcast to the Program Director by established deadline.
- Must have demonstrated hosting and interviewing skills.

Preferred Qualifications:

- Current staff member at Impact 89FM.
- Familiarity with Impact 89FM's strategic planning process, including mission, vision, core values, and long-term goals.
- Experience with broadcast microphones and related field equipment.
- Experience leading and/or being a part of an editorial team.
- Understanding of Impact 89FM's editorial voice and considerations for selecting stories and content to share.
- Experience writing web headlines and social media captions.
- Multimedia skills including photography, video, audio, web design, and graphic design.
- Proficiency in audio production software and tools, including Audacity, Hindenburg, Descript and Pro Tools.
- Successful related coursework in journalism and broadcasting.
- Prior professional experience in journalism and broadcasting.

Typical Duties & Responsibilities:

- Briefing all guests on Michigan State University and Federal Communications Commission regulations, directives and policies, gathering appropriate release sheets, and digitally storing them in Google Drive team drive set up for release sheets.
- Updating social media accounts for the main Impact 89FM socials as well as Impact News to promote published content.
- Communicating with the Program Director to share digital audio files to include in the ENCO DAD radio automation system by given deadlines on a weekly basis.
- Communicating with Podcasts Coordinator to produce podcasts.
- Working closely with the Executive Board management staff to identify programming strategies that align with values identified through strategic planning as well as Diversity, Equity and Inclusion Committee.
- Implementing editorial decisions made by Executive Board and management staff.
- Supervising development, editing, publication and promotion of The State podcast.
- Collaborating with Department Head, Editor, and Website Director to develop workflows and standards to ensure proper formatting, revision and oversight of all content posted online.
- Working closely with department paid staff to lead, train and mentor a team of volunteer staff who will produce and develop audio and written content.
- Fact checking all names, statistics, and other factual information before content is published.
- Communicating with and working closely alongside The State News, one of Impact 89FM's established media partners.
- Troubleshooting technical issues and equipment problems as they arise.
- Assisting in the gathering of entries for state and national competitions.
- Participating in established meetings for departments, teams, and other initiatives as necessary and appropriate.
- Representing the station and assisting with required events throughout the academic year as a paid staff member.
- Ensuring compliance with all Michigan State University and Federal Communications Commission regulations, directives and policies.
- Ensuring compliance with copyright and trademark law, and documenting permission when third-party resources are used in published content.
- Working closely with the Executive Board and management staff to broadcast and publish content that aligns with values identified through strategic planning as well as the Diversity, Equity and Inclusion Committee.
- Participating in office and on-air duties as determined by management staff.
- Maintaining all station files and documents in network-based and cloud-based storage systems.
- Filling in where and when necessary to accomplish station goals and objectives.

Reports to:

- News Director

Salary & Hours:

- Student support staff positions start at \$10.00 an hour. There are opportunities for advancement based upon satisfactory performance review.
- This position requires up to 8 hours a week.

Applications will be accepted through May 7, 2021.

Applicants can apply for this position exclusively through the Michigan State University Handshake system at <https://app.joinhandshake.com/jobs/4714671>.

Required Documents:

- **Resume**
- **Cover Letter**
- **Aircheck:** As a separate attachment, submit a sample aircheck. This should be a scoped MP3 file (meaning breaks and music should mostly be edited out) containing at least two segments that showcase your hosting and interviewing skills. Airchecks should be no longer than 10 minutes.

More information about Impact 89FM | WDBM-FM is available online at impact89fm.org.

MSU Student Radio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.