

Position Title: Public Media Specialist II - *In the Moment* Digital Media Producer

Reports To: SDPB Director of Radio

Classification: Full-time

Date: Open until filled

SDPB is a statewide, joint radio and television network, that is also South Dakota's NPR and PBS affiliates. We seek an energetic, organized and goal-focused individual to serve as a content producer for our flagship two-hour daily talk show, *In the Moment*. SDPB is looking for someone who can find and generate news from a conversation, engage the audience before during and after the program through social media channels, and use creative skills to summarize a topic. Come join our growing and dynamic statewide team based in Sioux Falls, SD, consistently voted one of the top 10 small cities to work and live in by Forbes Magazine. With new, street level studios in both the Black Hills and Sioux Falls, we continue to broaden our appeal and exposure to the citizens of our state. You will have the opportunity to help us re-create a legacy network with our eye on the future. Come learn, dream and grow with us, we can't wait to welcome you.

***In the Moment* Digital Media Producer:**

- Extend program content and outreach to Digital Channels through creative summaries and storytelling techniques.
- Develop and implement a social media strategy for *In the Moment* in association with our network social media director and adhere to all policies and journalistic standards of the organization.
- Compile and repurpose material from long interviews and turn the best portions into new and creative content on our other platforms. This position also takes other content created by SDPB producers and make an *In the Moment* segment.

***In the Moment* Producer: (On Air Duties)**

- Meets with the *In the Moment* team twice a day to discuss segment topics and guests; technical issues for live and pre-recorded segments; timing and transitions for program segments; how to engage audience and repurpose content; and to create a daily technical run-down for each show.
- Records show and actively engage audience via social media.
- Ability to fill in as board operator during live program; coordinates and advises other staff members who may participate from remote locations or fill the duties of control board operator.
- Provides research and schedules guests for program with a focus on news of the day.
- Consults with the Director of Radio on program logistics
- Fills in program hosts duties when necessary.
- *Other:* Duties as assigned

***In the Moment* Producer: (Off Air Duties)**

- Repurposes content for newscasts, social media and archival web postings, maintain program's archive library.
- Works and coordinates with content producers about regular program segments
- Performs other Production, Recording, and Scheduling duties as needed to ensure successful Radio Production and Broadcast.
- Works with student interns as needed
- Assists in scheduling guests, research for segments and writing copy for host
- *Other:* Duties as assigned

Required Education and Experience

- College Journalism or media studies degree preferred
- Equivalent of 2-3 years of full-time experience in radio production and/or journalism preferred.
- Ability to know a story when you see it
- Ability to edit audio and create news stories
- Knowledge of social media sites and ability to creatively post content
- Video editing skills a plus

Position Type/Expected Hours of Work:

This is a full time, non-exempt position. Ours of work are Monday through Friday 8:00 am to 5:00 pm, 40 hours per week, with dispensation for member drive weeks.

Travel

Minimal travel is required for this job

Physical Demands

This is largely a sedentary role; however, occasional assistance in studio set up and tear down is required. This would require the ability to move tables and chairs, bending or standing on a stool as necessary.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

South Dakota Public Broadcasting is an Equal Opportunity Employer committed to excellence through diversity and inclusion.