



Job Description

Position Title: Radio News Reporter
Reports to: SDPB Director of Radio
Classification: Full-Time
Date: April 2019

SDPB, a statewide, joint radio and television network seeks an energetic, organized and goal-focused individual to serve as a news and feature beat reporter. 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!

Radio News Production – Serves as a News and Feature Beat Reporter (beat to be determined)

- a. Produces radio news reports and feature segments for various SDPB Radio news and public affairs programs to meet program goals and expectations
- b. Oversees and coordinates news coverage with others on staff members, contract reporters, and News Interns
- c. Consults with the Radio News Director and other staff members when planning news reports, features, special coverage, segments, or guests;
- d. Develop Beat; gain contacts and understanding of all aspects of beat that impact South Dakotans.
- e. Consults with the Director of Radio, News Director, and Director of Scheduling and Acquisition on programming logistics.

Digital Media Distribution and Social Media Outreach – Extends program content and outreach to Digital Channels.

- a. Participates in the editing and archiving of program or news segments to sdpb.org and related content management systems.
- b. Edits and posts program messaging to designated social media accounts: promotion; audience interaction; program content.
- c. Follows and implements digital first strategies.

Additional Programming and Scheduling Duties – produces program content for use in various SDPB programming and assists with studio events

- a. Assist with studio events with– technical support and content production
- b. Greet guests and serve as the “face” of our remote studios



Participate in Working Groups

- a. Participate in assigned working group – communicate ideas, take direction and work with the team on projects

Required Education and Experience

1. College degree preferred.
2. Equivalent of 2-3 years full time experience in event or project management or other position that demonstrates utilization of complex organizational skills.
3. Listening, speaking, writing, presentation, and collaboration skills to work closely and effectively with colleagues across departments, including during times of high stress.
4. Technology skills required with a fluency in Microsoft Word and Excel.
5. Must be able to work autonomously
6. Customer service experience preferred
7. Ability to multi-task, detail-oriented, well organized

I. Position Type/Expected Hours of Work

This is a full-time, non-exempt position. Hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week, with dispensation for membership drive weeks.

II. Travel

Minimal travel is required for this job.

III. Physical Demands

This is largely a sedentary role; however, occasional filing or moving of premium merchandise is required. This would require the ability to lift files or boxes, push carts, open filing cabinets and bending or standing on a stool as necessary.

IV. 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.

V. EEO Statement

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