KUGS-FM Public Affairs Producer

KUGS-FM $15.35/hr 10-12 hrs/wk 3 quarters

Expected to start the Monday 2 weeks before the start of classes Fall qtr and ends the Friday of the following Spring qtr.

Position Continuance Opportunity: Yes
Expectation to work over break: Yes

ABOUT THE OFFICE

The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western’s community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western’s students.

OFFICE RESPONSIBILITIES

- Have 12 hours/week on site, office hours between 9 a.m. and 5 p.m. On-air shifts as needed.
- Attend required staff and volunteer meetings
- Assist with the training of KUGS-FM Staff and Volunteers
- Responsible for covering station operations during academic quarters and breaks

ABOUT THE POSITION

The AS KUGS Public Affairs Producer is responsible for KUGS public affairs programming along with ensuring that all material broadcast as part of the news and public affairs programming meets the standards of quality broadcasting, ethical journalism, and station policies. The KUGS- Public Affairs Producer is responsible for training volunteer newsreaders and public affairs volunteers.

POSITION RESPONSIBILITIES

- Produce independent, in house public affairs programming (minimum 2 per quarter)
- Recruit, develop and train KUGS-FM Public Affairs Programmers
- Work with KUGS General Manager to develop training curriculum, oversee students in various aspects of public affairs production
REQUIRED QUALIFICATIONS

- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

PREFERRED QUALIFICATIONS

- Knowledge of or willingness to learn the Federal Communications Commission (FCC) regulations pertaining to broadcasting.
- Good writing, reporting, announcing skills. Good news judgment. Awareness of international, national, regional and local issues.
- Knowledge of audio production.
- Effective organizational and time management skills. Ability to work independently and responsibly.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions. Ability to communicate in an effective manner that is welcoming to wide variety of people.
- Ability to work within deadlines and problem solve.
- Ability to identify and work on removing inequities, barriers to access, and forms of oppression that may be present in the programming or services related to this position

This job description is subject to change in accordance with the AS Personnel Policy.
The Associated Students is an Equal Opportunity Employer.
Revised January 2021 by Personnel Director.