

JOB CONTENT QUESTIONNAIRE

1. Position Data

a. Position Number (PIN)	0185	Check one:		Filled	<input checked="" type="checkbox"/>	Vacant
b. Job Class	Senior Producer Director					
c. Agency	Mississippi Public Broadcasting					
County	Hinds					
d. Work Site(s) <i>[Check.]</i>	<input checked="" type="checkbox"/>	Office	<input checked="" type="checkbox"/>	Field		
		Other <i>[Specify.]</i>				

e. Job Summary [Short statement of the job's basic purpose; why the job exists.]

This position is a part of MAET's Radio Department (M.P.B. Radio). Under the direction of the Director of Radio, the person will 1) host and/or co-host local segments of NPR news Programs, local talk shows, edit and announce newscast 2) establish and maintain news sources throughout the state (radio, TV, print, electronic, etc.); 3) research; 4) generate story ideas, write/edit show segments, and deliver news, weather, arts, and educational stories/features for MPB-Radio; 5) produce and/or assistant produce programs for MPB-Radio 6) edit and/or assistant edit radio stories/features/programs 7) Represent MPB at outside events/functions as determined by MPB.

2. What education, special training, experience, or licenses are required for satisfactory job performance?

A Bachelor's Degree from an accredited four-year college or university in Radio/Television/Film, Communications, Journalism or a directly related field and three (3) year of experience in work directly related to the above-described duties; OR Graduation from a standard four-year high school or equivalent (GED) and seven (7) years of experience in work directly related to the above-described duties.

3. What machines or equipment are you responsible for operating?

Computer (word processing, spread sheet, and data base software), audio recording/editing equipment, radio control room equipment.

4. What are the working conditions? List such items as noise, heat, outside work, exposure to bad weather.

Work will be done both in and out of an office. The majority of time will be spent in an office environment. However, other time will be spent hosting or gathering news stories or representing the Agency in "the field" and editing those stories in editing suites.

5. Do you directly supervise other employees? If so, give the number supervised, their job titles, and the number they each supervise.

No

6. Are there any special characteristics, physical requirements, etc., a person must possess in order to perform your duties satisfactorily?

The person must be able to independently drive in order to gather stories or host outside events, type and edit those stories, and perform the duties of radio producer, radio control room operator, and radio host.

JOB CONTENT QUESTIONNAIRE

Certification of Incumbent: I certify that I have read the instructions and that the entries are my own and to the best of my knowledge are accurate and complete.

Signature

Date

Duty Statement #1

The Senior Producer/Director will serve as host/anchor for NPR programs and local productions.

Tasks

- Will write program opens, closes, and segues.
- Develop and outline pertinent questions and/or topics to ask the guests.
- Prepare all necessary pre-production tasks
- Visit with all program/story guests and conduct the program/story in a pleasant, thoughtful, and professional manner.
- Record program promos.
- Review all research material collected that pertains to the program/story.
- Will record voice-overs
- By responding to time cues from a Producer/Engineer, open, close, and control the pace/tempo of the program/story.

% of Time Devoted to this Duty	How frequently is this duty Performed? [Check one.]		Consequence of Error (1-5)
	X		
45%		Regularly	4
		Periodically	
		Infrequently	

Were you required to be able to perform this duty upon entry into the position? Yes

Knowledges

Knowledge of broadcast/print journalism and broadcast announcing.

Skills

Skilled in on air radio techniques, pre-production preparation techniques, being a good listener/interviewer, responding professionally to time cues and skilled in on camera techniques.

Abilities

Able to review all research material collected that pertains to the program/story, develop and outline pertinent questions and/or topics to ask the guests, write program opens, closes and segues, record voice-overs, record program promos, prepare all necessary pre-production tasks, visit with all program/story guests and conduct the program/story in a pleasant, thoughtful and professional manner. Open, close and control the pace/tempo of the program/story.

Duty Statement #2			
Will establish and maintain content sources throughout the state (print, radio, TV, etc.). He/she will actively pursue story "leads" through these news sources and work with other members of the Radio and News and Public affairs department to expand the "network" of sources.			
Tasks			
<ul style="list-style-type: none"> -Call and visit news sources throughout the state. - Review statewide newspapers, news releases, Internet web pages, and other news publications. - Keep an appropriate record of all news sources via database, card catalogue/Rolodex, file system, or other efficient means. 			
% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
	X	Regularly	
15%		Periodically	4
		Infrequently	
Were you required to be able to perform this duty upon entry into the position?		Yes	
Knowledges			
Knowledge of broadcast/print journalism/news, public affairs, and public relations.			
Skills			
Skilled in public relations, broadcast/print journalism.			
Abilities			
Able to use office equipment (phone, fax, computer), able to drive, and able to call and visit sources throughout the state, review statewide newspapers, news releases, Internet web pages, and other news publications, and keep an appropriate record of all news sources via database, card catalogue/Rolodex, file system, or other efficient means.			

Duty Statement #3

In cooperation with the Radio Director and other Radio and News/Public Affairs Department members, the Senior Producer Director will execute content gathered by multiple sources and determine the most compelling angle to take during broadcast.

Tasks

- Conduct appropriate interviews.
- be knowledgeable of sources in order to conduct/ad lib live radio in an accurate manor.
- Conduct additional research as appropriate libraries, Internet, newsroom archives, etc.)
- Keep an appropriate record of all pertinent research material via database, card catalogue/Rolodex, file system, or other efficient means.

% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		X	
15%		Periodically	4
		Infrequently	

Were you required to be able to perform this duty upon entry into the position? Yes

Knowledges

Knowledge of broadcast/print journalism research techniques.

Skills

Skilled in basic journalistic writing and research techniques.

Abilities

In cooperation with the Director of Radio, the Director of Commutations, and Foundation for Public Broadcasting, conduct outreach at conferences, festivals, and other events deemed appropriate to the target demo and lifestyle of MPB Radio listeners.

Duty Statement #4

In cooperation with the Director of Radio and the News and Public Affairs Department, generate story ideas, write and report radio stories/programs and promos for MPB Radio that are appropriate and newsworthy.

Tasks

- Compile researched and verified story information.
- Select appropriate story material.
- Write the necessary script.
- Record the necessary voice-overs.
- Assemble all of the elements into a finished story/program
- Catalogue/store all pertinent audio of the finished story/program and other "file audio."

% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		X	
10%		Periodically	4
		Infrequently	

Were you required to be able to perform this duty upon entry into the position? Yes

Knowledges

Knowledge of broadcast/print journalism writing and reporting techniques.

Skills

Skilled in basic journalistic writing and reporting techniques.

Abilities

Able to compile researched and verified story information. Select appropriate story material, write the necessary script, and record the necessary voice-overs and/or on-camera segments and catalogue/store all pertinent footage of the finished story/program and other "file footage."

Duty Statement #5

In cooperation with the Director of Radio and other staff members, produce and/or assistant produce stories/programs for MPB Radio are appropriate.

Tasks

- Research program topics.
- Contact appropriate guests.
- Schedule production facilities.
- Arrange for program hosts, if appropriate.
- Assure proper program content.
- Oversee production of story/program and promos.
- Prepare contracts and other administrative needs and keep accurate records/files of all administrative details.

% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		X	
10%		Periodically	4
		Infrequently	

Were you required to be able to perform this duty upon entry into the position?

Yes

Knowledges

Knowledge of broadcast journalism and production techniques for radio and TV.

Skills

Skilled in broadcast journalism and radio/TV producing.

Abilities

Able to research program topics, contact appropriate guests, schedule production facilities, arrange for program hosts, if appropriate, assure proper program content, And oversee production of story/program, prepare contracts and other administrative needs, and keep accurate records/files of all administrative details.

Duty Statement #6

In cooperation with the Director and other department members, edit and/or assistant edit stories/features/programs that are appropriate.

Tasks

- Determine story/program length.
- Log and evaluate story/program material.
 - Select the proper story/program material and voice-over/on-camera segments.
 - Edit together/assemble the story/program.
 - Keep accurate editing records.

% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		X	
5%		Periodically	3
		Infrequently	

Were you required to be able to perform this duty upon entry into the position? Yes

Knowledges

Knowledge of electronic editing techniques, and broadcast journalism.

Skills

Skilled in techniques of electronic and journalistic editing.

Abilities

Able to determine story/program length, log and evaluate story/program material, Select the proper story/program material and voice-overs, edit together/assemble the story/program, and keep accurate editing records.

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR

This section should be completed by the employee's immediate supervisor after reviewing the entries made by the incumbent. Should you find incomplete entries or inaccuracies in the employee's description of his or her job, resolve these discrepancies before the employee completes the final draft of this form. The immediate supervisor's section has been designed as a recap and overview of the employee's description of the job. It should be completed in either your own handwriting or typed and

it must be signed and dated.	
1. Briefly describe the functions performed by the unit in which the employee works	
MPB-Radio provides listeners interesting, relevant, and timely news, weather, public affairs, arts, and educational programming.	
2. What do you consider the most important responsibilities of this position?	
Hosting programs/stories for MPB Radio, researching, writing, producing, editing, and public relations	
3. What types of formal education, specialized training, related work experience, certification, licensure, or registration, and other specialized requirements should be required <u>at entry</u> for this job?	
A Bachelor's Degree from an accredited four-year college or university in Radio/Television/Film, Communications or a directly related field and three (3) years of experience in work directly related to the above-described duties; OR Graduation from a standard four-year high school or equivalent (GED) and seven (7) years of experience in work directly related to the above-described duties.	
4. How many months would it take a new employee in this position to perform at the level that a fully experienced individual performs?	
Twelve - one year.	
5. Indicate the statement which most nearly describes the difficulty and general complexity of the work performed in this position.	
	The work is routine or highly repetitive and simple in nature with little or no choice of action.
	The work is routine or repetitive and follows clearly prescribed standard practice involving straightforward application of readily understood rules and procedures. The employees may make minor decisions, usually of relatively little importance, which <u>affect efficiency</u> of the operation rather than accuracy, correctness, or quality of work.
	The work is generally routine or standardized but involves a choice of action within limits defined by standard practices and instructions. It also requires applying established rules and procedures and making decisions that may affect quality, accuracy, or utility of results.
X	The work is generally semi-routine or diversified and requires judgement in applying broader aspects of established practices and procedures to problems and situations not falling clearly within the limitations of accepted standards and precedents. The employee works toward assigned objectives, sometimes adopting or <u>modifying methods and standards to meet changing conditions.</u>
	The work is governed generally by broad instructions, objectives, and policies, usually involving frequently changing conditions and problems. It requires considerable judgment to apply factual background and fundamental principles in developing problem- solving approaches and techniques.
	The work requires analysis of broad problems, the planning of interrelated activities, and sometimes the coordination of efforts of more than one major department or division. The employee works out programs and approaches to major problems using recognized general principals.
	The work involves responsibility for consideration and analysis of major problems for the organization. It requires development of data and recommendations influencing decisions on long-term policies relating to major functions where no precedent has been established.

6. Class of your position	
Certification of Immediate Supervisor: I certify that I have reviewed the entries made by the employee on this form and agree that they are accurate and complete; I also certify that the entries in this section are my own and to the best of my knowledge are accurate and complete.	
Signature	Date

The following area may be used by the agency as a place for documentation of the essential functions for this position. Factors to consider in determining if a functions is essential include, but are not limited to: whether the position exists to perform that function; the number of employees available to perform that job function or among whom the performance of that function can be distributed; and the degree of expertise or skill required to perform the function.

	Duty Statements	Essential
1	The Senior Producer/Director will serve as host/anchor for NPR programs and local productions.	X
2	Will establish and maintain content sources throughout the state (print, radio, TV, etc.). He/she will actively pursue story "leads" through these news sources and work with other members of the Radio and News and Public affairs department to expand the "network" of sources.	X
3	In cooperation with the Director of Radio, the Director of Commutations, and Foundation for Public Broadcasting, conduct outreach at conferences, festivals, and other events deemed appropriate to the target demo and lifestyle of MPB Radio listeners.	X
4	Knowledge of broadcast/print journalism writing and reporting techniques.	X
5	In cooperation with the Director of Radio and other staff members, produce and/or assistant produce stories/programs for MPB Radio are appropriate.	X
6	In cooperation with the Director and other department members, edit and/or assistant edit stories/features/programs that are appropriate.	X
7		

LIFTING / WEIGHT REQUIREMENT <u> X </u> YES <u> </u> NO <u> 50 </u> POUNDS	
Signature	