

Production Assistant – Talk Shows Position Description

Reports to: Executive Producer through the talk show producers on site

Overview

The production assistant – talk shows is introduced to the workings of a non-profit broadcast/media, news, and talk show environment. The student will benefit from the research, production, and post-production aspects of the position, gaining career building skills. The production assistant – talk shows position offers experience in creating and delivering the broadcasting product (on-air programming) to listeners across the state of Iowa. This position is an opportunity to learn the parameters of working in a non-profit FCC regulated organization and gain experience working with production choices within those parameters. The benefits the student will receive through this experience include enhanced skills in talk show production and the ability to develop and enhance effective communication and interpersonal skills to utilize when working with people. This is a non-paid opportunity. Student is responsible for securing credit from the University for this experience.

Application deadlines

For Spring Semester 2016 – December 18, 2015

For Summer Semester 2016 – last day of Spring Semester

For Fall Semester 2016 – Last day of Summer Semester

Preferred academic major/emphasis

Journalism	Electronic Media
Communication Studies	English
Public Relations	

Qualifications

Excellent communication skills	Excellent writing skills
Exhibits precision and pride in their work	Desire to learn
	Ability to work independently
	Interpersonal skills

Responsibilities

The student will assist the talk shows in a variety of duties which include:

- 1.) General audio and logistics production assistance for *River to River* and *Talk of Iowa*, including:
 - a. Screening callers;
 - b. Producing billboards;
 - c. Producing promos;
 - d. Posting audio to the website;
 - e. Researching topics; and
 - f. Assisting in booking, pre-interviewing, and greeting show guests.
- 2.) Other duties/audio gathering that will assist the hosts and producers