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
Communication Studies
Public Relations
Electronic Media
English

Qualifications
Excellent communication skills
Exhibits precision and pride in their work
Excellent writing skills
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