

WBGO Programming/Production Assistant – Part-time (24hrs/wk)

The Part-Time (24hrs/wk) Programming/Production Assistant will provide various content production support for both broadcast and digital content, including the nationally-syndicated Jazz Night in America.

Responsibilities include but are not limited to:

- Audio production assistance for weekly and special programs, studio sessions and interviews
- Multi-media production support and content management for WBGO's digital efforts
- Production and administrative assistance for Jazz Night in America

The successful candidate will be an exceptional collaborator with strong organizational skills and working knowledge of the various aspects of content production, website content management and social media work.

Requirements:

- Facility with computers and digital audio/video production tools
- Knowledge of WBGO/NEWARK PUBLIC RADIO programming
- Familiarity with social media platforms including Facebook, Twitter and Instagram
- The ability to work effectively under the pressure of short deadlines
- Must be detail oriented, with excellent written, verbal communication and organizational skills
- A willingness to learn new skills and concepts as necessary
- Familiarity with broadcast studio equipment
- Experience with fact-checking is a plus

Please send a cover letter and resume to Program Director, WBGO/NEWARK PUBLIC RADIO, 54 Park Place Newark NJ, 07102. WBGO is an Equal Opportunity Employer.