



## **SPTV Employment Application**

**NAME:**  
**LOCAL ADDRESS:**  
**CELL PHONE NUMBER:**  
**Current GPA:**  
**Major:**

*Position you are applying for: News Producer*

**Applications Due: 12:00 PM on Wednesday, November 26, 2014**  
**Interviews to be held: Thursday, November 27 – Wednesday, December 3**

**Briefly summarize the experiences you've had that qualify you for this position (include special skills, classes, training and involvement with SPTV or outside experience)**

**Ideas on what the position is about and what you would like to accomplish in the position if hired?**

**Thank you for your interest in SPTV!**

# SPTV News Producer Job Description

**Position Purpose:** The News Producer builds, oversees, and maintains SPTV's news programs.

**Responsibilities and Requirements:** The News Producer must produce regularly scheduled newscasts. The News Producer will make sure all assigned news stories, General Member staff, and content are in line and on time for live and taped newscasts. He/she is responsible for scheduling auditions at the beginning of each semester for anchoring positions and reporters. He/she must schedule each newscast crew and positions. The News Producer must be present for all of their SPTV newscasts.

The News Producer must have knowledge of UWSP related news and activities. He/she must also have knowledge in video production, and having skills in Final Cut Pro X, Motion 5, and Photoshop would be a plus. The Producer must be a strong writer who can multi-task and work effectively under deadline pressure. Good teamwork skills are a must. Must have ability to produce, as needed, special broadcasts and projects. Must be able to produce packages for news shows, whether by assigning them to someone else or producing them themselves. He/she must adhere to holding office hours, or pay will be affected.

**Contacts and Contracts:** A News Producer must work closely with other members of news production, especially their producing partner and the Content Director for packages and interviews. He/she also works with the Promotions Director to ensure that news productions are promoted. This position will be up for rehiring at semester if the current News Producer is graduating or not upholding responsibilities. The Faculty Advisor and the General Manager will decide this.

**Meetings:** The News Producer must attend all weekly SPTV Executive Staff meetings, General Member's meetings, and a monthly individual meeting with the General Manager to measure progress and check in. He/she must attend/hold any necessary news-related meetings with General Member's.

**Salary:** This is a paid position of 10 office hours per week, at \$8.50 per hour.