Position Title:  Associate Producer

Reports to:  Director –Programming and Production

Function Summary:  Work closely with show teams and programming staff in planning, promotion and execution of network shows and segments through multiple media platforms.

The mission of Relevant Radio® is to assist the Church in the New Evangelization by providing relevant programming through a media platform to help people bridge the gap between faith and everyday life. At Relevant Radio we also encourage our staff to bridge that gap! It is our hope that our associates will identify their potential, develop their talents and respond to the call to follow the Church. To accomplish this, Relevant Radio provides opportunities to our associates that will educate and inspire.

Responsibilities:
- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Adhere to Relevant Radio policies and procedures.
- Understand and embrace the show philosophy as set forth by the Host and Program Director.
- Assist Show Producer with guest bookings.
- Provide daily call screen and in-studio support.
- Edit various show production, as assigned by show producers.
- Provide administrative support to the show team: assemble daily run down, compile show issues and program list. Assist with show mailings, listener follow-up, and website/social media updates.
- Provide board operating duties. Collaborate with show technicians and engineering staff when needed.
- Partner with other show producers to maximize guest and topic potential.
- Work in close collaboration with show teams and the Digital Media department to assist with editing and promotion of daily/weekly “best of” segments through the Relevant Radio App and social media.
- Work with show teams to develop audio for use by other media. Create accompanying press releases and promotions.
- Support on-air pledge drives as directed.
- Perform a variety of other tasks as assigned.

Experience and Requirements:
- Support the teachings of the Catholic Church; practicing Catholic preferred. Will rely on faith knowledge to give show value and book high profile Catholic guests.
- 3 – 5 years of broadcast media experience preferred. 3 years’ experience in a producer role of a live radio show. Talk radio preferred.
- Undergraduate degree in theology/journalism/communications or equivalent experience.
- Professional and versatile vocal quality, style and delivery. Ability to speak, read and write in English.
- Audio editing expertise; work with Adobe Audition/Cool Edit programs.
- Ability to recruit high visibility guests for show.
- Able to work under the pressure of live radio.
- Strong interpersonal, communication and on-air presentation skills.
- Strong organizational skills and ability to work with deadlines. Tenacious/motivated. Critical thinker.
- Ability to keep flexible hours.
- Ability and willingness to travel on occasion. Valid driver’s license required.
- Position located in Green Bay, WI or approved alternate site.