

AMPERS – PRODUCTION ASSISTANT (FT)

The Association of Minnesota Public Educational Radio Stations (AMPERS) seeks a fulltime Production Assistant to support three of its news and arts & culture programs distributed statewide. The ideal candidate has significant experience working with underserved communities.

Production Assistant

Association of Minnesota Public Educational Radio Stations

Fulltime position

www.AMPERS.org

AMPERS is the largest statewide association of community radio stations in the United States, currently comprised of 17 independent community radio stations in Minnesota. The stations primarily serve underserved populations including greater Minnesota, tribal nations, diverse communities, and students. From Grand Marais and Thief River Falls, to Mankato and Winona, and just about everywhere in between, we've got Minnesota covered.

AMPERS helps member stations serve their diverse communities by generating revenue, developing and sharing programming, and works to correct the narrative regarding historically underrepresented communities through accurate storytelling and reporting.

Job Summary

Duties will include

- Executive Producing an evergreen 5-minute *Minnesota Native News* show each week comprised of 2-3 individual stories.

- Pitching story ideas, producing stories when needed, and editing *Minnesota Native News* stories when needed.
- Leading monthly *Minnesota Native News* editorial meetings in partnership with the Director of News Programming.
- Supporting and coaching producers on how to meet production standards.
- Pitching and producing at least 1 weekly story for the *North Star Stories* newscast.
- Supporting the AMPERS Director of News Programming to build out longer-form newscast programs for *North Star Stories*.
- Researching, booking, and preparing guests for the weekly *Native Lights: Where Indigenous Voices Shine* podcast.
- Transcribing newscasts and episodes.
- Researching and seeking out sources for Minnesota's underserved communities for AMPERS programming.
- Recruiting producers from Minnesota's underserved communities for AMPERS programming.
- Training AMPERS producers on *Minnesota Native News* style & reporting guide.
- Attending staff production meetings.
- Additional duties as assigned by AMPERS Director of News Programming and VP of Programming.

Required qualifications

- At least two years of radio or podcast production experience (public radio preferred).
- Excellent writing, communication, and coaching skills.
- Experience with audio editing software, Excel, PowerPoint, and Word.
- ***Work must be performed within the state of Minnesota.***

Desired Qualifications

- Experience writing and editing broadcast copy and scripts.
- Experience working with Adobe Suite, especially Adobe Audition.
- Experience working within diverse underserved communities, especially Minnesota's 11 sovereign nations.

Work Environment

- 100% Remote (but work must be conducted within the state of Minnesota).
- Family-friendly environment.

- Strong commitment to diversity (AMPERS is and has been Diverse Radio for Minnesota's Communities for decades).

Supervising the Position

- The Production Coordinator will report to the VP of Programming, and eventually the Director of News Programming.

Commitment to Diversity, Inclusivity, and Equal Employment

- AMPERS strongly encourages women, people of color, Native Americans, LGBTQIA2S+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and Veterans to apply. Applicants will not be discriminated against because of race, creed, color, religion, sex, age, disability, marital status, sexual orientation, gender identity or expression, political affiliation, veteran status, medical condition, national origin or ancestry, or any protected category prohibited by state and federal laws.

Compensation & Benefits

- The salary for this fulltime position will be commensurate with candidate's experience and is expected to be \$50,000.
- The benefits package includes medical, dental, vision, short-term disability, life insurance, vacation, and employer-matched retirement account.

Application Process

- The position is open for all applications beginning **January 13, 2025**. Applications will be accepted through **January 27, 2025**, or until the position is filled. All interested candidates should submit a cover letter, resume, three professional references, and three audio samples of their work via e-mail to jobs@ampers.org.
- Please enter "Production Assistant" and your full name as the subject of the e-mail. Only applications submitted via e-mail will be accepted. No calls please.
- Failure to provide all requested information in the manner requested may lead to your being disqualified from consideration for the position. Final candidates must also complete a job application.