

**Production Coordinator (Fulltime - exempt)**

Association of Minnesota Public Educational Radio Stations

[www.ampers.org](http://www.ampers.org)

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The Association of Minnesota Public Educational Radio Stations (AMPERS) is seeking an experienced technical radio producer to help create content, oversee the technical aspects of all programs to ensure they meet or exceed broadcast standards, and help develop a strong team of diverse contract radio producers.

**Duties will include:**

- ❖ Ensuring all audio content meets or exceeds the organization's standards for quality broadcast.
- ❖ Editing, recording, producing, and finalizing audio segments.
- ❖ Maintaining, enhancing, and helping to promote a podcast distribution infrastructure.
- ❖ Creating and enforcing production standards.
- ❖ Teaching producers how to meet the production standards.
- ❖ Work closely with VP of Programming to help recruit, train, and develop strong contract producers with an emphasis on recruiting contractors from underserved communities
- ❖ Ensuring contractor invoices are accurate and timely.
- ❖ Assisting producers with technical problems & ensuring programs are the proper length.
- ❖ Planning and attending programming meetings.
- ❖ Helping to maintain websites including some basic graphic design.
- ❖ Entering orders and traffic instructions into the Marketron traffic system.
- ❖ Distributing programs/segments to member stations through FTP, PRX, Box, and website.
- ❖ Working with Director of Client & Station Relations and member stations to ensure all programs and segments are produced, distributed, and archived online as required by grant and client agreements, and all raw elements for the segments are archived internally.
- ❖ Assisting with the curation of information for and production of the annual legislative report.
- ❖ Creating and maintaining an internal library of sound effects and photos.
- ❖ Additional duties as assigned by AMPERS VP of Programming, Director of News, or CEO.

**Required Qualifications:**

- ❖ At least two years of radio or podcast production experience (public radio preferred)
- ❖ Extensive experience with audio editing and mixing
- ❖ 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 with WordPress
- ❖ Experience with podcast distribution platforms and process
- ❖ Experience writing and editing broadcast copy and scripts
- ❖ Experience working with Adobe Suite especially Adobe Audition

### **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

### **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**

- ❖ Salary will be commensurate with candidate's experience and is expected to be between \$50,000 and \$60,000.
- ❖ Incredibly strong benefits package which 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 November 27, 2024. Applications will be accepted through December 18, 2024, 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](mailto:jobs@ampers.org).
- ❖ Please enter "Production Coordinator" 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.