WBGO
Job Posting

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Executive Producer, WBGO Studios &amp; Jazz Night in America</th>
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<tbody>
<tr>
<td>Location:</td>
<td>WBGO JAZZ RADIO</td>
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<tr>
<td>Level/Salary Range:</td>
<td>$60,000 - $70,000</td>
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<tr>
<td>HR Contact:</td>
<td>Jerrell Antley</td>
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<tr>
<td>Job Category:</td>
<td>Competitive</td>
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<tr>
<td>Position Type:</td>
<td>Full-Time</td>
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<tr>
<td>Posting Period:</td>
<td>9/23 – 9/30/2022</td>
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<tr>
<td>Contact Email:</td>
<td><a href="mailto:Jantley@wbgo.org">Jantley@wbgo.org</a></td>
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**Job Description**

WBGO is a global leader of music and spoken word broadcasting. We endeavor to inspire, educate and entertain by creating and distributing a variety of curated audio and video content of the highest quality, connecting our followers around the world to the legacy and vibrancy of American culture, via jazz, rhythm and blues and community-based, independent news and spoken word programming.

WBGO reaches upwards of 300,000 radio listeners in the New York/New Jersey metro area via 88.3FM. Our website – WBGO.org - and various social media platforms- reach hundreds of thousands more worldwide, via our digital content catalog, including our nationally syndicated program *Jazz Night in America* and various podcasts produced by **WBGO Studios**. Since 1979, WBGO has been an anchor institution for community engagement through our partnerships, concerts, academic and philanthropic initiatives from our base of operations in Newark, New Jersey.

**Position Overview**

Reporting to the Chief Content Officer, the Executive Producer is the lead orchestrator of radio programming for WBGO Studios Podcasts and Special Programming (which includes the following: *Come Sunday, Favorite Things, All Things Soul, Latin Jazz Cruise* and *Jazz Night in America*). WBGO Studios is the focal point for podcasting from the world’s premier jazz radio station based in Newark, NJ. The incumbent will be highly organized with extensive entertainment experience and will know how to bring life to a creative vision. S/he will develop new talent in the podcast arena and seek to strengthen existing podcasts and special programming within our local community. The Executive Producer will also seek and develop relationships with potential collaborators and contributors who will offer valuable perspectives and/or distinctive expertise. While cultivating a work environment that meets the needs of long-term, collective projects, the Executive Producer will be a skilled negotiator who possesses strong business and marketing skills to direct a production’s commercial elements.

**Roles and Responsibilities**

- Ensures that the appropriate funding levels are in place for production.
- Recruits the appropriate staff
- Outlines long-term working timelines
- Manages the daily affairs of casts and crews
- Directs production from conception to final cut, ensuring the highest level of quality program delivery
- Outlines a budget and works within its limitations
- Complies with industry and union regulations
- Approves all decisions regarding scheduling changes, props, sets, etc.
- Resolves any internal conflict during production
- Assists in the marketing and promotion of the product.
Qualification & Skills

- Experienced in reporting, producing, editing and mixing nationally distributed programming, as well as talent management
- Expert knowledge of NPR system, working in newsrooms and documentary house settings
- Proficient in fundraising, grant management, development and budget management
- Exceptional interpersonal, verbal and written communications skills
- Effective multi-tasking and delegating capabilities

Education

- At least ten (10) years of senior management experience specifically supervising journalists with a degree in radio, film, television or related field preferable

Commitment to Diversity, Equity & Inclusion

WBGO welcomes all ethnicities, races, gender identifications, ages, sexual orientations, ableness, languages, nationalities, and religions. This multiplicity supports our effort to create a healthy and thriving workplace where we all contribute to an invaluable and indelible service for our constituency. Embodying the spirit of diversity, equity and inclusion is a core value for WBGO, as a champion of music discovery, independent, fact-based news reporting, intelligent discourse, the African American experience, and as a steadfast advocate for the communities in which we live and work.

At WBGO, our goal is to provide and maintain a work environment that fosters diversity, inclusion, mutual respect, professionalism and cooperation. Newark Public Radio is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, age, disability or handicap, sex, gender identity, marital status, sexual orientation or any other characteristic protected by applicable federal, state or local laws.