

# Live Show & Podcast Producer



## Reports To

Executive Producer, Shows & Podcasts

## Job Overview

WAMC is seeking a dynamic producer for live shows, newscasts, and podcasts. The person in this role is responsible for producing high-quality live and recorded audio/video content across broadcast radio, podcasts, YouTube, and digital platforms. This includes managing the daily production calendar, prepping the host, booking guests and contributors, building rundowns, and ensuring every piece of content is ready for daily broadcast. The producer will host as needed, and serve as the editorial bridge to the show's social/digital team, providing footage access and timestamp notes after each broadcast so the team can produce short-form clips for YouTube Shorts, Instagram Reels, and TikTok.

This is a demanding, multi-platform, deadline-intensive role. The ideal candidate has done daily live production before, understands YouTube workflows, and is ready to bring that experience to something new and locally important.

## Responsibilities and Duties

- Daily Production: Generate, research, and pitch compelling ideas for daily live show (broadcast, podcast, YouTube)
- Work with WAMC journalists to shape their reporting into feature-ready audio for the show, in coordination with the EP and Editor.
- Help identify and develop the show's recurring contributors: reporters, community voices, and regional experts who appear regularly.
- Source, book, and prep guests and contributors for live and pre-recorded segments
- Build the run-of-show/script documents for every broadcast, including guest prep/research
- Monitor the live broadcast in real time, troubleshoot issues, and communicate with the host and technical team during air.
- Help produce and manage live or live-to-tape broadcasts, ensuring smooth execution under strict deadlines
- Develop rundowns, scripts, and segment content for hosts, including intros, outros, and transitions
- Record, edit, and mix high-quality audio, ensuring professional sound across all platforms
- Produce every live broadcast with the camera in mind: framing, on-screen guest setups, and studio visual consistency
- Host as needed
- Help shoot, edit, and publish video content for YouTube, including thumbnails, titles, descriptions, and optimization for audience growth

- Manage production logistics, including scheduling, studio setup, remote recordings, and technical coordination
- Select music and audio elements that align with brand, tone, and audience expectations
- Ensure all content meets quality standards, platform requirements, and industry regulations, including copyright compliance
- Engage with audience feedback across platforms and collaborate with digital and social teams to grow reach

### Qualifications

- 3+ years of experience producing a daily live radio show, podcast, or broadcast news program. Experience in public radio is a plus
- Strong time management skills with the ability to meet tight **daily production deadlines**
- Experience producing content for **YouTube**, including video editing and platform optimization best practices
- Excellent communication and interpersonal skills, especially in fast-paced, live production environments
- Background in journalism or storytelling, with the ability to develop compelling, audience-focused content
- Genuine roots in or familiarity with the Capital Region, Hudson Valley, Adirondacks, Vermont, or the Berkshires. You don't need to have grown up here, but you need to care about this place specifically
- Ability to work both collaboratively and independently while managing multiple projects simultaneously
- Experience booking guests and building a network of contributors
- Commitment to telling stories from communities that public radio has historically reached unevenly, including younger listeners, communities of color, working-class and rural voices across the coverage area
- Ability to stay calm and effective under pressure during live productions
- Bachelor's degree in Journalism, Media Studies, or related field—or equivalent hands-on experience. We will not penalize non-traditional paths

This is not primarily a post-production role where you work on pieces over days or weeks. The daily production is a real-time, high-stakes, every-single-day function. If you thrive under that kind of daily pressure and find it energizing rather than depleting, this role is for you. If you prefer longer timelines and deliberate production, we'd encourage you to consider whether the pace is right.