



**Position Title: Producer**

**Reports to: Show Host**

**Function Summary:** Work closely with the Spanish Host and programming staff in planning and executing a national Spanish language radio program.

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**Mission Statement**

Relevant Radio® - Bringing Christ to the world through the media.

**Guiding Principles**

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

**Responsibilities:**

- Solid understanding of the mission, programming content and audience of Relevant Radio En Español.
- Adhere to Relevant Radio policies and procedures.
- Understand and embrace the show philosophy as set forth by the Host and Program Director.
- Work in collaboration with Host, on planning, researching and producing of all aspects of the live and pre-recorded programs.
- Lead in the execution of daily shows: content, research, special guests, features, daily contributors, experts and breaking news.
- Approve final versions of recorded features for the show.
- Write show script and copy. Edit various production pieces as assigned by Host & Managing Editor.
- Provide administrative support to the show team: assemble daily run down, compile show issues and program list, show mailings and listener follow-up, responsible for internet and social media updates.
- Screen listener phone calls.
- Collaborate with show technicians and engineering staff. Provide back up to board operators as needed.
- Secure alternate media for show, such as: interviews, calls, music and satellite feeds.
- Interview and select potential guests; oversee correspondence and confirmations.
- Research and develop potential relationships with Catholic figures for future interviews, networking and development with high profile guests.
- Work in collaboration with Host in maintaining show budget, work within establish budgetary guidelines and control expenses.
- Partner with other Relevant Radio staff producers to maximize guest and topic potential.
- Respond to listener's comments and questions.
- Lead and participate in daily show debriefings.
- Support on-air pledge drives as directed.
- Perform a variety of other tasks as assigned.

**Experience and Skill Requirements:**

- Practicing Catholic with a solid understanding of Catholic teaching and how it relates to on-air content. Will rely on faith knowledge to give show value and book high profile Catholic guests.
- 3 – 5 years of broadcast media experience preferred. 1 – 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.

- Must be perfectly bi-lingual in English and Spanish with excellent written and verbal communications skills in both languages. Preference for individual familiar with the Mexican idioms of Spanish for the Traditional Catholic vocabulary for devotions, doctrine, and festivals.
- Audio editing expertise; work with Adobe Audition program.
- Ability to recruit high visibility Spanish speaking 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.

**Contact:**

View our website at [www.relevantradioenespanol.com](http://www.relevantradioenespanol.com) to learn more about the organization.

Send your letter of interest, resume and audio production samples to [gburke@relevantradio.com](mailto:gburke@relevantradio.com). Applicants without audio samples of either previous work or proposed program concept will not be considered.

Gabriela Burke  
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