



Position Title: **Producer**

Reports to: **VP / Director of Programming**

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

Function Summary: The Producer role requires a blend of creative, technical, and administrative skills. The producer is responsible for the entire production process of live and pre-recorded radio programs, working closely with the show host and programming staff.

Responsibilities:

- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Understand and embrace the show philosophy as set forth by the Host and Director of Programming.
- Plan, research, and produce all aspects of live and pre-recorded programs, collaborating with the host to develop show content, features, promotions, and special guests.
- Lead the daily execution of shows, including content preparation, research, guest and contributor coordination, and manage breaking news.
- Approve final versions of recorded show features.
- 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 as needed.
- Collaborate with technicians and engineering staff, operate sound boards, and provide technical assistance as needed.
- Secure alternate media for shows, 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.
- 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.
- Adhere to Relevant Radio policies and procedures.
- 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. 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.
- Ability to speak, read and write in English for executing all aspects of radio program and production.

- Audio editing expertise; work with Adobe Audition.
- Ability to recruit high visibility 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.

Position Arrangement:

- Pay range is between \$50,000 and \$70,000 per annual, depending on experience.
- Position is located in Lincolnshire, IL. In-Office, 5-days per week. Occasional evening and weekend hours for broadcast event support.
- Valid driver's license required, and reliable transportation is needed.
- Ability and willingness to travel on occasion.

This role demands a versatile professional who can manage multiple aspects of radio production while maintaining a strong focus on Catholic values and teachings. The ideal candidate will be able to work effectively under the pressure of live radio, collaborate with various team members, and consistently deliver high-quality content to Relevant Radio's audience.