

POSITION GUIDE

Job Location:

WMHT-TV
4 Global View
Troy NY 12180

POSITION:

Title: Content and Engagement Producer
Department: Content and Engagement
Type: Full Time, Non-Exempt
Reports To: Content & Engagement Manager

BROAD FUNCTION:

At WMHT, we provide journalism and educational content that empowers viewers to be informed and active residents of our community. Join the WMHT team as we create trusted, unbiased, multi-platform media that meets our audiences where they are and delivers high-quality information that reflects the diversity of our region.

We strive to create a workplace culture that values diversity of perspective and lived experience. We provide a place where people are supported to do their best work.

WMHT seeks a Content and Engagement Producer that will support broadcast and digital efforts focused on local and regional public affairs programming. This producer would work across WMHT's strategic content verticals that focus on Arts & Culture, Education and Public Affairs. The position would also collaborate with New York NOW, which provides statewide coverage of politics and issues that matter to the Empire State. At the core, this role would involve deep community engagement to listen and responds to what matters most for our viewers.

Producers and reporters at WMHT have critical thinking skills. They are creative problem solvers and self-starters who are an active part of production team at WMHT. Producers work collaboratively at WMHT. They participate in editorial meetings, share problems, and find solutions.

The successful candidate will have a passion for service to the community through their work.

The Content and Engagement Producer has excellent communication skills and engages effectively with the public. This position is public facing. The Content and Engagement Producer represents WMHT in the digital world, utilizes social media to share content on a consistent and on-going basis, and use social platforms to source stories. Stories may involve field production or in-studio interviews.

The Content and Engagement Producer is committed to a public media model that values community engagement, a model that listens and responds to the community. The Content and Engagement Producer participates in station activities, presents to the community advisory board, the board of directors, and represents WMHT at community events.

SPECIFIC OPERATIONAL RESPONSIBILITIES:

Reporting:

Produces text-based, audio, video, public affairs content

Appears as talent on video and audio reports

Field Production:

Records video and audio for broadcast and digital distribution

Non-broadcast:

Creates and publishes multimedia social media content

Post-Production:

Edits video and audio for broadcast and digital distribution

GENERAL RESPONSIBILITIES:

Actively and strategically seeks community input and is able to respond with content that reflects authentic needs and the diversity of our region.

Maintains working knowledge of tools and equipment specific to job responsibilities; attends training sessions as assigned

Works collaboratively with internal partners to achieve the highest quality finished product

Assists in station-wide projects and corporate fund-raising efforts

Carries out related duties as assigned.

Adheres to editorial standards set by the company

REQUIREMENTS:

- Bachelor's degree in broadcast journalism, communications or related field, or equivalent training in production
- Commitment to the mission and goals of public broadcasting
- Strong commitment to excellence in the finished product; ability to work successfully either independently or as a team member
- Ability to lift and carry equipment up to 25 lbs., carry out frequent reaching, stretching, twisting and bending. Standing for up to two hours at one time and sitting for extended periods
- Demonstrated technical skill in professional field
- Ability to maintain a flexible schedule
- Strong communication and interpersonal skills
- Ability to work cooperatively with people at all levels in the organization and clients, to work under pressure of deadlines
- A valid New York State driver's license and good driving record is required for all WMHT positions
- Demonstrated knowledge of Adobe Creative Cloud Suite of tools (Premiere, Photoshop, After Effects, Audition), Microsoft Office.

The yearly salary range is \$45,000 - \$55,000

To apply, please email a cover letter and resume with a links to writing and media samples to vbelden@wmht.org or mail to:

**Valerie Belden
WMHT
4 Global View
Troy, NY 12180**

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.