

**Reports to:** Executive Producer through the talk show producers on site

**Overview:** The production assistant for talk shows is introduced to the workings of a non-profit broadcast/media, news, and talk show environment. The position offers experience in creating and delivering two daily talk shows to listeners across the state of Iowa. This position is an opportunity to learn the parameters of working in a FCC regulated organization and gain experience through observing and informing production choices within those parameters. The benefits the student will receive through this experience include enhanced skills in talk show production, writing for digital consumption, audio editing and research. This is a paid opportunity. Students must be available multiple days between 9:30 a.m. and 1:30 p.m.

**Preferred academic major/emphasis:**

Journalist	Communication Studies
Public Relations	Electronic Media
English	Fiction/Non-fiction Writing

**Qualifications:**

- Excellent communication skills
- Exhibits precision and pride in their work
- Excellent writing skills
- Desire to learn
- Ability to work independently
- Interpersonal skills

**Responsibilities:** The student will assist the talk shows in a variety of duties which include:

- 1) General audio and logistics production assistance for River to River and Talk of Iowa, including:
  - a. Screening callers;
  - b. Mixing billboards;
  - c. Posting audio and writing copy for podcast/digital consumption;
  - d. Researching topics;
  - e. Assisting in booking, pre-interviewing, and greeting guests; and
  - f. Audio editing

Production Assistant – Talk Shows  
**Position Description**

2) Other duties/audio gathering that will assist the hosts and producers.

**Application Deadline:** This is a position that follows the academic calendar. We usually hire on a semester schedule. For inquiries, please send resume and cover letter to [kperkins@iowapublicradio.org](mailto:kperkins@iowapublicradio.org).