

## Position Announcement for [www.opb.org](http://www.opb.org)

### Job Title

Executive Producer, *Think Out Loud*

### Summary

OPB is looking for an Executive Producer (EP) for our daily talk show, *Think Out Loud*. This salaried, exempt position is a full time, regular status position with benefits.

**Find More Info and Apply . . .** (hyperlinks to the info below)

### Position Details

#### Primary Duties/Responsibilities:

The EP oversees the production unit for a daily local talk show on OPB Radio with a significant online community. This position is responsible for the primary editorial decision-making for the program, supervising show staff, and identifying and implementing innovative concepts for broadcast and online components of program. When needed, the EP oversees the production of special shows for special events and/or crisis coverage. The EP serves as a key point of contact for internal and external communication about the show and works with the Executive Editor of News on program development and coordination with other news and content units.

#### Working Conditions:

Most work is done in an office, studio or other indoor location. Some travel in-state and nationally may be necessary. Moving equipment up to 30 lbs may be required. Extended periods of working at a computer and using a phone may be necessary. Work schedule may include early mornings, evenings and weekends and involve travel in inclement weather.

#### Required Qualifications:

- Five years of experience in journalism.
- Experience in radio.
- Bachelor's degree.
- Demonstrated broadcast news writing skills and ability to produce shows consistent with public radio standards and style.
- Demonstrated ability to meet daily deadlines.
- Exceptional time management, organizational and interpersonal skills.
- Demonstrated ability to formulate programs around newsworthy topics.
- Demonstrated ability to set and maintain an editorial agenda as a key manager in the newsroom.
- Ability to edit copy for broadcast and online use.
- Demonstrated ability to work with office and digital audio editing software.
- Ability to lead and to work constructively with team members.
- Ability to write in AP style and public media style.
- Knowledge of public media environment.
- Desire to lead this team of journalists to significant achievements.
- Familiarity with and ability to participate in social media associated with OPB News and Think Out Loud (including Twitter and Facebook).
- Supervisory experience.

- Enthusiasm for the mission of OPB and for the role of public media in a changing journalism environment.

**Preferred Qualifications:**

- Bachelor's degree in journalism.
- A voracious news consumer.
- Knowledge of major stories and issues in the Northwest.
- Familiarity and comfort with content production and promotion in multiple platforms, including television, print and online.
- Project management experience, especially in administration of grant-funded projects.

**To apply:**

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Executive Producer) **and where you first learned of this job opening** to [hr@opb.org](mailto:hr@opb.org) or OPB Human Resources, 7140 SW Macadam Ave., Portland, OR 97219.
- Instructions on how to apply will be sent within 24 hours of receiving the letter of interest Monday through Friday. If a letter of interest is sent over the weekend or a holiday, application instructions will be sent by the end of the next business day.

**Application Deadline**

All application materials are due by:  
September 26th, 2014, 5 p.m. (Pacific Time).