



Position Announcement
PM Digital Producer

Summary

OPB is looking for a Digital Producer to ensure that OPB's digital platforms are updated with timely content during the 1 PM to 10 PM shift. This salaried, exempt position is a full time, regular status position with benefits.

Position Details

Primary Duties/Responsibilities:

The Producer adds stories to OPB's CMS from all sources available to OPB including both internal content units and external content providers. During this shift, the producer is responsible for managing content placement on OPB's digital platforms, editing copy, compiling a morning news headlines email newsletter, coordinating breaking news updates with broadcast staff, push alerts, and monitoring online comments on local stories. The producer will coordinate with individual reporters on responses to specific comments on their stories.

Working Conditions:

Most work is done in an office, studio or other indoor location at a computer. Work schedule will generally be Monday-Friday, between 1 PM and 10 PM, but may vary depending on breaking news.

Required Qualifications:

- Bachelor's degree in journalism or related field.
- Two years experience writing or producing in a digital news environment.
- Demonstrated ability to update online content in a timely fashion.
- Ability to write in AP style.
- Familiarity with acquisition of digital content such as photos, infographics, video and audio and related rights management issues.
- Strong organizational and time management skills.
- Familiarity with HTML and SEO techniques.
- Ability to work constructively with team members.

Preferred Qualifications:

- Masters degree in Journalism, Multimedia Journalism or related field.
- Experience in a public media news environment.
- Demonstrated experience crafting and sustaining an institutional or personal social media presence.
- Demonstrated experience creating or managing a multimedia content-focused project.

To apply:

- Please send an email or letter of interest requesting the instructions on how to apply for this position (PM Digital Producer) **and where you first learned of this job opening** to 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:
May 29th, 2015, 5 PM (Pacific Time).