



**USC** University of  
Southern California

## Producer, KUSC Job Description

### JOB INFORMATION

<i>Job Code:</i>	193043
<i>Job Title:</i>	Producer, KUSC
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Radio Broadcasting/Programming
<i>Job Family Group:</i>	Radio Broadcast
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Plans, coordinates, and executes the production, direction and/or post- production of various forms of audio content (e.g., programs, segments, podcasts, special audio initiatives for radio and digital platforms) in adherence to the USC Radio Group's journalistic and/or program policies, practices and standards. Directs talent, supervises the work of contributors, and assists in contributor performance evaluations. Maintains responsibility and accountability for program budget and participates in the station's editorial, membership, and community outreach initiatives.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	of relevant experience in broadcasting, content production, or a related field.
	X	5 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

X Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Fluent in both Spanish and English.

**Knowledge, Skills and Abilities**

Req	Pref	Functional Skills
X		Demonstrable leadership, creativity, team focus, good communication skills, and a strong ability to work well under pressure to tight deadlines.
X		Advanced visual digital editing and production skills.
X		Keen interest in emerging digital technologies.
X		Working knowledge of classical music.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	% Time	Essential	Marginal	N/A
Conceives, develops, coordinates, directs, produces, and executes content segment initiatives in adherence to USC Radio Group journalistic and/or program policies, practices and standards. Plans, organizes, and develops program content (e.g., assigning, researching and/or editing) and prepares scripts in accordance with program objectives. Edits and mixes or directs the editing and mixing of audio elements. Selects classical music tracks for content productions and ensures the proper and accurate clearance of all material used. Works with the digital and social media teams to deliver on any content needed for approved initiatives.				
Directs talent for production initiatives. Coordinates and supervises the work of contributors to the program or segment for which they are responsible. Assists in evaluating the performance of personnel and freelance contributors. Develops new talent for radio and emerging digital audio platforms.				
Plans, selects, and requests production resource requirements, (e.g., creative contributors, material, facilities) in collaboration with station management. Responsible and accountable for managing the program budget. Collaborates with varied stakeholders to develop communications materials.				
Builds and maintains relationships with all USC Radio Group departments. Participates in the station’s editorial, membership, and community outreach initiatives. Ensures the maintenance of rapport with members of the audience. Participates in the production of digital content for USC Radio Group fundraising campaigns.				
Maintains currency with industry standards, best practices, and emerging technologies. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

**Other Requirements**

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

Campus Security Authority (CSA)	Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.