

## Work Study Job Description

<b>Job Title</b>	Production Assistant
<b>Department Name</b>	KUOW
<b>Job Location</b>	4518 University Wy NE Suite 310
<b>Pay Rate</b>	\$10.00 - \$12.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Cathy Duchamp
<b>Phone Number</b>	206-221-8288
<b>Email Address</b>	cduchamp@kuow.org
<b>Website</b>	<a href="http://kuow.org/">http://kuow.org/</a>
<b>Box Number</b>	354855

### Nature of Organization

KUOW-FM 94.9 is the flagship National Public Radio news and information station in Seattle. It is one of the highest-rated stations in the Seattle/Tacoma media market, and one of the highest-rated NPR stations in the country.

### Duties and Responsibilities

- Gathers and edits broadcast audio for use on kuow.org.
  - Provides administrative support to KUOW midday news staff.
  - May also assist with special productions such as live remotes and in-studio performances
- Hours: 8:00am - 9:15a Mon-Fri

### Minimum Qualifications

Ability to perform multiple tasks in short time frames and to work in fast-paced environment. Excellent written and verbal communication skills. Knowledge of news and current events. Experience in digital production is helpful.

### Educational Benefits

Exposure to a career in journalism  
Digital audio editing skills

### How to Apply

Email letter of interest that includes confirmation of your ability to work 8:00am - 9:15a Mon-Fri

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Job Number: KUOW03 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:  
Federal