

## JOB DESCRIPTION

Position Title	: Program Producer
Location	: Antenna Foundation Nepal, Jawalakhel, Lalitpur
Line Manager/reporting	: Senior Program Producer

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### **Major Responsibilities:**

The Program Producer will primarily be involved at various AFN's program production process however s/he will basically responsible for the production and broadcast of Live Call in show and AFN's new radio magazine by collecting appealing stories. The responsibility to be taken has been comprehensively included below.

### *Terms of Reference:*

- Lead the production and broadcast of AFN's radio programs on various developmental themes.
- Produce & prepare the pre-summary of assigned radio programs every week.
- Prepare a weekly news bulletin and report for the radio program every week.
- Prepare, edit and re-write the radio program script.
- Coordinate with AFN reporter in timely collection of voices from the field.
- Prepare and update program tracker in provided format by M & E department.
- Assess the voices and SMS received in IVR and SMS system and transcribe them as per the need of the program.
- Assist supervisor to arrange the recording and presentation of other radio programs in timely manner.
- Participate in periodic meeting of radio programs.
- Research on guest and issues for the assigned radio programs.
- Assist actively in overall promotional plan of Radio programs.
- Pay field visit when requested to collect materials for Antenna's programs.
- Report the program update to supervisor.
- Be present in pre and post-production, advisory meeting and other meeting call by Antenna
- Perform any other duties assigned by Supervisor during office hour.

### **Specific Knowledge, Skills, and Abilities Required:**

Good intercultural communication skills – interfacing with community, government agencies, team and project beneficiaries.

Experience of production of radio content on developmental theme or issues.

Ability to work flexibly, outside of normal office hours as and when required.

Pursuing Bachelor Degree in Mass Communication and Journalism, Media, Social Science or any related field with specific experience of radio program production.