



Nevada Capital Legislative Reporter Position Description

Summary

The reporter position (NCLR) will initially provide daily coverage of the one-hundred-and-twenty day, 2019 meeting of the Nevada Legislature. The 80th session of the Nevada Legislature opens the first week in February. Reporting will begin no later than the first week in January 2019, and will include the swearing in and state of the state message by the new governor. The NLR will focus on both policy and political coverage of the legislative session.

The NCLR's reporting will be focused on five fundamental areas; the impact legislation would have on California, as well as Nevada population centers of Las Vegas and Reno, as well as the state's rural community.

Following the 80th session of the Nevada Legislature, the reporter will focus on issues impacting the citizens of Nevada and California.

Organization Relationship

This position reports to the Senior Producer or designee of Nevada Public Radio President, who will work with and receive guidance from Capital Public Radio's Managing Editor.

Duties and Responsibilities

Position responsibilities:

- The reporter must reside in Reno, Nevada.
- Production of daily stories on the Nevada Legislature in addition to newsmaker interviews, setting up interviews for State of Nevada, and stories and sound for newscasts.
- Maintains expertise on issues and policies in Nevada and those that impact California
- Maintains a database of sources; utilizes knowledge to create timely, in-depth journalism.
- Creates content for digital platforms as assigned, including social media sites.
- Files stories and sound for Nevada Public Radio and Capital Public Radio Network (CPRN) service.
- Appears as guest on Nevada Public Radio's "State of Nevada" (SON) and both Capital Public Radio and Nevada Public Radio shows as needed.
- Regularly contributes segment ideas to State of Nevada (SON) and CapRadio programs.
- Participates in News Department meetings.
- Participates in fundraising activities.

- Other duties as assigned.

Essential skills, experience and attributes:

- Bachelor's degree in journalism or in a related field, or equivalent work experience for at least 5 years. Public radio experience ideal.
- Advanced reporting abilities; must be able to produce quality material for broadcast.
- Enterprise reporting is a must.
- Must have a Nevada driver's license.
- This person needs the experience to independently make strong news judgments, while at the same time follow directions from a single source representing Nevada Public Radio as well as Capital Public Radio in California.
- Advanced writing abilities. Also understands importance of sound in stories.
- Demonstrated ability to distill complex subject matters.
- Able to turn policy/work speak into everyday language.
- Understanding of, and experience with, digital and social media.
- The reporter has a skill for storytelling across platforms and comfortable taking photos and producing video as needed.
- This reporter should be social media and other digital tools to present news.
- Computer literate including excellent skills with Microsoft Windows OS and Microsoft Office.
- Proficient in use of audio editing software, such as Adobe Audition or Pro Tools.
- Strong team player with an ability to work with diverse groups.
- Ability to meet deadlines, multi-task and be flexible.
- Commitment to company values.
- Ability to drive a motor vehicle and Nevada driver's license.
- This reporter should be well-organized and a self-starter.
- A sense of humor.

Role qualifications: Strong on-air presence, demonstrated keen news judgment; high level radio journalism abilities, team player; computer literate; familiar with technology platforms and ways to utilize them in reporting projects and on-air.

Salary

Commensurate with experience; full-time, exempt position with excellent benefits package.

Application Process

Deadline: Open until filled

To Apply: Send a cover letter stating interest, salary/wage history and source where you learned of the open position. Also include your resume and three professional and/or educational references.

Mail, E-Mail or Fax to:

Nevada Public Radio
Attn: Human Resources
1289 S Torrey Pines Dr.
Las Vegas, NV 89146

jobs@nevadapublicradio.org

Fax: (702) 258-5646

Please No Phone Calls

Applicants considered for this position may be required to submit to a background check.

All Nevada Public Radio employees are asked to sign their understanding of and compliance with our Administrative Handbook upon acceptance of an offer of employment. This document covers the benefits available to NVPR employees, our policies and procedures and our commitment to providing a safe, inclusive, non-discriminatory and welcoming work environment.

As stated in the NVPR Employee Handbook, Nevada Public Radio requires attendance by all employees at many station events including, but not limited to, the four weeks throughout the year when on-air fundraising campaigns are held. Vacation requests during these times will not be granted, except under extraordinary circumstances as approved by the CEO.

In addition, upon acceptance of an offer of employment, the successful candidate will be asked to sign in acknowledgement of receiving, reviewing and understanding of the responsibilities and essential functions of the position as stated and the at-will status of the position.

Nevada Public Radio is an Equal Opportunity Employer