



MONTANA WILDERNESS ASSOCIATION

PRODUCTION COORDINATOR POSITION ANNOUNCEMENT

Title: Production coordinator

Supervisor: Marketing and grants manager

Compensation: \$13/hour, part-time, temporary (10 hours a week for 18 weeks)

Location: Missoula, MT

About Montana Wilderness Association

Come work for one of the most dynamic conservation organizations in the American West. Our mission is to work with communities to protect Montana's wilderness heritage, quiet beauty, and outdoor traditions, now and for future generations. We envision a future where, from the rugged mountains to the vast prairies, Montana's wild places are protected, connected, and restored because the citizens of our state value wilderness as essential to our heritage and way of life. Founded in 1958, Montana Wilderness Association (MWA) is the nation's oldest grassroots wilderness advocacy organization.

Summary of Position

The production coordinator will produce and distribute radio shorts for MWA's new "Trail a Week" program to be featured on public and private radio stations across Montana. The production coordinator will create a series of 52 60-second radio shorts featuring selections from Montana Wilderness Association's online hiking guide at hikewildmontana.org. The production coordinator will be responsible for developing an engaging template, writing content, recording and editing radio shorts, and distributing content to partner stations. The goal of the 60-second shorts is to educate people about Montana's diverse landscapes while inspiring people to discover new outdoor destinations, ultimately helping to disperse recreationists and their economic benefits to Montana's rural communities.

Major Duties and Responsibilities

- Work with MWA marketing and grants manager to develop an engaging template for each radio short. Fine-tune the template with feedback from partner radio professionals.
- Reach out to at least 15 public and private radio stations to promote the Trail a Week program and secure commitments from stations to air content in at least five communities across Montana.
- Work with MWA field directors to identify 52 trails to feature, with an emphasis on highlighting campaign landscapes.
- Using content from hikewildmontana.org, write synopses for each of the trails.
- Identify a voice (or voices) to record content.
- Record and edit each of the segments and package finalized content for distribution to radio stations.

- Work with MWA's communications director to develop a media plan to secure earned media when the Trail a Week program is launched in spring 2018.
- Work with MWA's communications coordinator to house radio shorts on MWA's website and to repurpose content for blogs, social media, and publications.

Administrative Tasks

- Keep record of activities and fill out bi-monthly time sheets on time
- Develop and maintain work plans and report regularly on progress towards goals
- Participate in weekly check-in with marketing and grants manager and other meetings as schedule allows

Qualifications

- High school diploma or equivalent certificate
- Previous experience in developing radio programs
- Interest in issues concerning public lands and outdoor recreation
- Proficiency with audio editing equipment and software
- Self-motivated and strong work ethic
- Computer proficiency is required
- Strong communication skills both written and verbal
- A commitment to the mission and vision of MWA

Basic Conditions of Employment

All employees of Montana Wilderness Association are ambassadors of the organization and are expected to support and fulfill the mission of the organization. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, the employee is responsible for reading, understanding, and complying with the policies and procedures outlined in MWA's employee handbook.

- Professional conduct: Comply with established employment policies and practices. Maintain confidentiality of organization and employee information. Accept direction and provide direction in a cooperative and positive manner.
- Personal conduct: Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable, and reliable.
- Competency: Develop and maintain skills, knowledge, and abilities required for adequate performance of assigned job duties.

Requirements

- Lift and carry 25 pounds

- Ability and willingness to work occasional evenings or weekends when needed
- Valid Montana driver's license
- Work with general office equipment such as computer, telephone, and copy machine.

How to apply

Please send resume and one-page cover letter to MWA's marketing and grants manager, Kassia Randzio, at krandzio@wildmontana.org. Resumes submitted without a cover letter will not be considered. No phone calls please.