



a facility of the Chihuahuan Desert Research Institute, Est. 1974

POSITION DESCRIPTION

Title: **Nature Notes Coordinator**

Supervisor: Executive Director

Location: Chihuahuan Desert Nature Center, Fort Davis, TX; Marfa Public Radio, Marfa; & home office

Classification: Full-time, temporary position (does not receive benefits).

Time Period: Date of hire to May 31, 2011. Position may renew if funding is secured.

Pay Range: \$20.00 to \$25.00 per hour

Mission Statement:

The mission of the Chihuahuan Desert Research Institute is to promote public awareness, appreciation, and concern for the natural diversity of the Chihuahuan Desert region through research and education.

To achieve this mission, the CDRI supports scientific research, provides environmental education to the community, encourages biodiversity conservation, and promotes and demonstrates sustainable development in the desert.

Summary of Position:

Nature Notes is a weekly, 5-minute radio program written by CDRI staff and volunteers and broadcast by Marfa Public Radio. The program focuses on the natural world of the Chihuahuan Desert region.

The Nature Notes Coordinator will be responsible for writing and production of 50 original Nature Notes scripts, production of a companion website featuring scripts, podcasts, images, and teacher resources, and studio and administrative work related to producing the program and archiving scripts. See specific duties listed below.

The work location will be split between home office, the Chihuahuan Desert Nature Center, and Marfa Public Radio.

Duties:

- Responsible for the writing, editing, and production of 50 original Nature Notes programs by May 31, 2011.
- Coordinate and recruit volunteer writers, edit submissions and check for accuracy.
- Work with Nature Notes host on final copy edits prior to recording each week.
- Responsible for production and audio editing of Nature Notes with assistance from Marfa Public Radio staff as needed.
- Develop and promote a companion Nature Notes website featuring scripts, photographs and offering on-line links to educational materials such as maps, photographs, podcasts, and other teacher materials.
- Produce podcasts and upload to Nature Notes website.
- Maintain database of Nature Notes scripts and keep track of when each episode airs.
- Create a digital library of sounds and audio clips recorded in the field or obtained through the internet.
- Prepare scripts for submission to SRSU *Skyline* twice a month.
- Promote Nature Notes through social networks.
- Perform other duties as necessary or assigned by the Executive Director.

Skills Needed:

- Must have strong writing, editing, and communication skills.
- Must be self-motivated, exhibit organizational skills and be able to produce quality work on a highly structured, deadline-driven schedule.
- Should be creative and have a science background with a comprehensive understanding of the flora, fauna, and geology of the Chihuahuan Desert region. Should have contacts within the region to assist with fact-checking and script production.
- Ability to use WordPress to create web pages.
- Have experience working with studio and field recording equipment and podcasting software.
- Ability to work well with volunteers, coordinate volunteer efforts, and supervise volunteer writers.
- Willingness to conduct fieldwork and interview experts for audio clips.
- Ability to travel between home, Fort Davis, and Marfa.

To Apply:

Submit the following by August 15:

- Resume
- Names and contact information for 3 references
- A sample, 700-word Nature Notes script on a subject of your choice. For guidelines to script production see: <http://cdri.org/education/nature-notes/>. To see examples of scripts, go to <http://cdri.org/desert-exploer/the-best-of-discovery/> and download a sample copy of the newsletter.
- A brief description (one paragraph) of 5 additional ideas for Nature Notes.

Material should be submitted to:

Dr. Cathryn A. Hoyt
Executive Director
Chihuahuan Desert Research Institute
P.O. Box 905
Fort Davis, TX 79734

Or email to: choyt@cdri.org

