

Internal Job Title (Job Code Description):	Assistant News Director	External Job Title:	Assistant News Director
Job Code:		Department:	
Reports To:	News Director	Location:	
Company:		Position Type:	Full Time
FLSA Status:	Exempt	Grade Level/Salary Range:	
EEO Code:	Professional	Supervises Others?	Yes
Purpose:			
Assists News Director in handling the day to day operations and supervision of the newsroom and production unit. Serves as a leader and mentor to staff while balancing and prioritizing schedules and resources against coverage needs. Assists News Director with staff and resource management, annual reviews and department strategy.			
Job Requirements			
Experience:			
<ul style="list-style-type: none"> 5 or more years of newsroom and management experience 			
Essential Knowledge, Skills, and Abilities:			
<ul style="list-style-type: none"> Extensive knowledge of newsgathering and production process Computer literacy with news and edit systems (ENPS and Grass Valley familiarity), digital CMS (Clickability) and social media platforms Strong management, communication and people skills required to supervise and interact daily with staff, community leaders and news consumers via phone, email and in person Knowledge of public safety codes and procedures Must be able to assist in newsgathering and information dissemination under deadline pressure Must attend daily news planning meetings twice a day to provide editorial direction 			
Education:			
<ul style="list-style-type: none"> Bachelor's Degree in Journalism or equivalent 			
Licensing/Certifications:			
<ul style="list-style-type: none"> Valid driver's license and must be insurable 			
Essential Functions:			
<ul style="list-style-type: none"> Assist News Director in effectively communicating departmental goals and plans, and ensuring those plans are carried out by staff members Assist News Director in disseminating standards and expectations for news and operations employees Conduct annual performance reviews for News staff Supervises scheduling and PTO Approve employee Time Cards bi-weekly and assist the News Director in monitoring Overtime Fills in for the News Director, as needed 			

- Oversees Special news series and coverage during Sweeps, as delegated by the News Director
- Train and mentor newsroom staff in an effort to improve quality of on-air product and presentation
- Monitor all News broadcasts and digital news coverage to ensure staff is meeting news standards for ethics, writing and content
- Manage Internship Program
- Correspond with viewers and community leaders who contact the station regarding stories or other issues or complaints
- Represent station at public appearances
- Build and maintain key relationships to foster a positive news image within the community
- Maintain a high level of confidentiality
- Protect and defend journalistic integrity of the news product
- Perform other job-related duties, including travel, as assigned or delegated by the News Director

Working Conditions:

- Duties are performed mostly indoors in an office environment
- Sitting for long periods of time is required
- Employee will be exposed to atmospheric conditions
- Ability to lift and carry 10 – 25 lbs. for short distances
- While performing the duties of this position, the employee is required to stand, walk, talk, hear, use hands and fingers, reach, grab, handle or feel, stoop, kneel, crouch, and crawl
- Working nights, weekends and holidays may be required
- **KTUU IS AN EQUAL OPPORTUNITY EMPLOYER**

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