

NEWSROOM COORDINATOR - KTUU

Job Category: Administrative

Requisition Number: ADMIN002272

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- Locations
Anchorage, AK 99503, USA

Description

About Gray Television:

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. Gray owns and/or operates television stations and leading digital properties in 93 television markets including the first or second highest rated television station in 85 markets. We are an unmatched broadcast pioneer that keeps getting bigger and better.

We constantly strive for excellence. Through upgrading to the latest technology and seeking new ways to stay on top in our markets, we focus on training and development of the best and brightest employees in the business.

About KTUU:

KTUU-TV is an NBC-affiliated television station based in Anchorage, Alaska. KTUU-TV's early beginnings date back to 1953. Over the ensuing decades, the station has built a reputation of excellence as Alaska's most watched news source, producing 32 hours of news and sports content each week on television. Online, AlaskasNewSource.com has become a digital news leader, and Channel 2's mobile News and Weather applications are on the leading edge of mobile journalism in Alaska. Strong reach and brand loyalty are augmented by added distribution to the state's capital and more than 244 rural communities throughout Alaska. KTUU-TV also operates KYES, Channel 5.

To learn what it's like to work for KTUU, watch our video:

Link - https://www.alaskasnewsource.com/content/misc/What-its-like-to-work-for-KTUU-406566725.html?_ga=2.187598625.802848565.1601311566-281755813.1598908755

Job Summary/Description:

The Newsroom Coordinator works 830a-530p Monday-Friday and is responsible for answering phones, responding to viewer emails and social media, coordinating news staff schedules, booking travel, organizing news meetings and station events, reviewing newscast graphics for grammatical accuracy, teleprompting newscasts, and other administrative and production tasks as assigned.

Duties would include (but not be limited to):

- Strong initiative, organization and attention to detail is required
- Must be able to follow written and verbal direction
- Excellent listening skills, good communication skills required
- Proficient in Microsoft Office, Excel and Google
- Must be flexible to work other shifts, as assigned, during breaking news
- Must be able to work well in a team environment and with other departments
- Must be able to work well under pressure and with limited supervision
- Ability to maintain a positive work atmosphere by behaving in a manner that will work well with co-workers, supervisors and viewers
- Must have an energetic attitude and be able to represent the company in public in a positive, professional manner

Qualifications/Requirements:

- High School/GED
- Some college or vocational schooling
- Good driving record

Come join our dynamic team, go to <https://gray.tv/careers#currentopenings>, you may type in job title, station call letters, or click on **"apply now"**

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

As a condition of employment, Gray Television will require that newly hired employees, whether part-time or full-time, be fully vaccinated against the coronavirus by the first workday to the extent permitted by applicable law unless you qualify for a medical or religious accommodation.

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