

KTVF/KXDF/KFXF has an opening for the following position :

Account Executive (Entry Level)

Gray Television

Gray Television supports local community interests by providing quality television broadcasting and exceptional service in each market we serve. We own and operate leading media outlets in 113 markets throughout the country – all delivering the news, weather, sports and entertainment that millions of our neighbors count on every day. We are an unmatched broadcast pioneer that keeps getting bigger and better.

About KTVF:

KTVF/KXDF/KFXF are the NBC, CBS and MeTV/MyNetwork affiliated stations serving the interior of Alaska with award winning local news, great entertainment and public service to the Fairbanks community. KTVF and KXDF, our news producing stations, have been the launching point for many journalists and producers who have moved up in the ranks and are now successfully filling key roles in stations throughout the country. Fairbanks, the gateway to the arctic, is a destination full of adventure. You can enjoy all four seasons from 85-degree summers with midnight sun to a winter full of snow, mushing and the aurora borealis. The people of Fairbanks are friendly, hardworking and are very welcoming.

Job Summary:

Responsibilities include (but are not limited to):

- Call upon accounts (clients) and prospective accounts of the company for the purpose of soliciting advertising and the production of commercials for our stations, webcenterfairbanks.com, and extended digital products
- Prepare written proposals and any other necessary presentation materials
- Prepare traffic orders for advertising schedules
- Develop working knowledge of Wide Orbit Traffic, Media Sales, and Matrix
- Handle any preemptions/makegoods
- Coordinate and schedule traffic (copy) and production
- Write up production orders and assist in the production process as necessary
- Maintain good client relations
- Resolve billing discrepancies
- Collection of payments from the client or agency
- Performs other duties as assigned

Skills:

- Experience in sales a plus, preferably outside sales.
- Creativity, self-motivated, and enthusiastic personalities are crucial.
- All candidates must also have strong written and oral communications skills, be proficient and comfortable with computers, be able to make decisions without supervision, and work both independently and as part of a team.
- Must be over 18 years of age.

- Driver's license and vehicle required.
- Must have a clean driving record and live drug free.

To apply, please go to: <https://gray.tv/applynow>

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 Television's employees to perform their job duties may result in discipline up to and including discharge.