



NEWS DIRECTOR Position Opening

GENERAL INFORMATION

KBBI has an immediate opening for a News Director. The position is open until filled. Inquiries are welcome and may be sent to Content Director Kathleen Gustafson, kathleen@kbbi.org.

APPLICATION PROCESS

Please send cover letter, resume, and completed application form to Kathleen Gustafson, kathleen@kbbi.org. Application materials may also be submitted by mail to the following address:

Kathleen Gustafson
KBBI Content Director
3913 Kachemak Way
Homer, AK 99603

Without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws, KBBI provides equal employment opportunities to all employees and applicants for employment, and KBBI prohibits discrimination and harassment of any type. 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.

GENERAL

The News Director is responsible for the overall management and operations of the News Department. This includes gathering and producing news and public affairs programming, and supervising other news staff at KBBI, including news interns, and public relations of the news department.

Reports to: Content Director

Supervises: Reporters and news interns/volunteers

Classification: Full-time, Exempt

Compensation: Annual salary (based on experience); group health insurance, paid annual leave based on length of service, 10 paid holidays.

PRINCIPAL DUTIES

1. Gathers local and state news
 - a. Ensures that news coverage is fair and accurate, and reflects the diversity of activities, events, people and organizations in all communities on the Kenai Peninsula.
 - b. Develops relationships with community members to enhance newsgathering.
 - c. Gathers and presents the news in a professional and ethical manner.
 - d. Files with the Alaska Public Radio Network, NPR, National Native News, and other news services where appropriate.
 - e. Is on-call 24 hours a day, 7 days a week to cover breaking news
2. Works with the Content Director to develop schedules for newscasts, breaking news, and coordinating and implementing the station's emergency coverage strategy.
3. Supervises KBBI reporter and intern/volunteer news producers. Provides guidance in story selection, production, editing and training.
4. Acts as KBBI liaison with APRN, NPR, National Native News, and other news network agencies. Participates in APRN and other statewide news meetings and conferences.

5. Collaborates with the Content Director in the scheduling, production and hosting of “Coffee Table,” KBBI’s hour-long public affairs program.
6. Prepares and hosts the daily KBBI evening newscast, prepares KBBI morning news for host.
7. Supervises and creates news content on KBBI’s website and social media accounts.
8. Prepares reports on news department activities for the Content Director
9. Periodically attends KBBI Board of Directors, and Community Advisory Board meetings.
10. Ensures that all News Department activities are within FCC regulations and station policies.
11. Leads news staff meetings to determine coverage/assignments and conducts air-checks with Content Director.
12. Maintains professional image of the news department in the community, on and off the air.
13. Participates in professional development opportunities when available.
14. Works with other station staff and volunteers to enhance the positive team efforts of KBBI.
15. Participates in long-range planning and newsroom goals. Works with staff in developing and implementing appropriate new media opportunities. Develops special projects, coverage, series, and spots.
16. Develops potential interns/volunteers in the news department, with help from the Content Director.
17. Performs other duties as requested by the Content Director.

MINIMUM REQUIREMENTS

1. Three years news journalism experience, preferably in public radio. News Director experience is preferred.
2. Excellent writing, announcing, and production skills.
3. Excellent computer and digital editing skills.
4. Self-motivated and able to work with little direct supervision.
5. Able to work a varied schedule as needed.
6. Must work with other staff and the public in a professional and cooperative manner.
7. Must accept constructive criticism and strive to improve in needed areas.

STATION & COMMUNITY

Programming

KBBI is an Alaska 501(c)(3) nonprofit corporation serving as a source of news, information and entertainment that is distributed through AM radio, as well as through digital and social media. To maintain the integrity of its noncommercial licenses and the trust of its listeners, donors and community, KBBI must operate in conformance with all applicable laws, including rules issued by the Federal Communications Commission (FCC), and in a manner that reinforces the trust that the community places in KBBI. The Board of Directors, staff, and the Community Advisory Board all play important, separate, and distinct roles in ensuring both compliance with applicable rules and in formulating, implementing, or evaluating KBBI’s programming policies. This summer, KBBI celebrates its 40th anniversary on the air.

Community

Homer, Alaska, known as the “halibut fishing capital of the world,” is located on the Kenai Peninsula, 233 road miles south of Anchorage. From the station’s facilities in downtown Homer, KBBI serves listeners in more than 20 communities: To the east, Kachemak City, Fritz Creek, Voznesenka, Razdolna, Kachemak Selo; across Kachemak Bay to Halibut Cove, Bear Cove, Tutka Bay, Seldovia, Nanwalek, and Port Graham; and north to Anchor Point, Nikolaevsk, Ninilchik, Clam Gulch, Cooper Landing, Moose Pass, and Seward. KBBI serves portions of Kodiak Island, as well as the Lake Clark area, and fish camps in areas such as Chinitna Bay and Tuxedni Bay. KBBI also provides technical and administrative support to KDLL public radio in Soldotna. Through this service agreement, the entire Kenai Peninsula enjoys the benefits of public radio.

According to 2013-2017 American Community Survey 5-year estimates published by the U.S. Census Bureau, the population of the City of Homer is 5,510. The population of the surrounding communities is 7,464, for a total of 12,974 total residents of whom 9,909 are age 18 or older. Approximately 87% of the population is Caucasian, with American Indians and Alaska Natives comprising the largest minority population at 6.7%, according to 2010 United States census data. English is the predominant language in the Homer area, with the exception of four predominantly Russian-speaking villages. Census data document a trend toward increasing numbers of residents aged 60 and older.

Homer is part of the Kenai Peninsula Borough. The local economy relies heavily on commercial fishing and tourism. Borough-wide, oil and gas is the fastest growing sector of the economy, followed by health care and construction. South Peninsula Hospital, Homer Electric Association, and the Kenai Peninsula School District

are among Homer's largest employers. Homer has also attracted numerous resident artists, writers, musicians, and entrepreneurs.

Known as "the halibut fishing capital of the world," Recreational activities include wildlife viewing, kayaking, sport fishing, hiking, and skiing. Homer offers a lively arts and music community, as well as many fine restaurants, breweries, coffee roasters, and lots of friendly people. Education opportunities include an outstanding public school system, along with a branch campus of Kenai Peninsula College, which is part of the University of Alaska Anchorage. The community also offers excellent healthcare providers and facilities, including South Peninsula Hospital.



Employment Application
Kachemak Bay Broadcasting, Inc. (KBBI)
3913 Kachemak Way, Homer, AK 99603

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Please note: An offer of employment may require a background check.

Are you willing to submit to a criminal background check? Yes No

Please complete all portions of this form (type or print responses) and sign on the second page. You may sign the form electronically by inserting an image of your legal signature, or by typing the name in the space provided.

PERSONAL INFORMATION

Position applying for: _____ Date: _____

Name (first, middle, last): _____

Mailing Address: _____

Phone (preferred): _____ E-mail: _____

Have you previously filed an application? Yes (Date: _____) No

Have you ever been employed by KBBI? Yes (Date: _____) No

Proof of citizenship or immigration status will be required upon employment Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?. Yes No

PROFESSIONAL REFERENCES

Reference 1. Name: _____

Contact information (e-mail, phone): _____

Your relationship to this person as an employer, employee, or professional colleague:

Reference 2. Name: _____

Contact information (e-mail, phone): _____

Your relationship to this person as an employer, employee, or professional colleague:

Reference 3. Name: _____

Contact information (e-mail, phone): _____

Your relationship to this person as an employer, employee, or professional colleague:

APPLICANT’S CERTIFICATION AND AGREEMENT

I, the undersigned authorize KBBI or its representative to contact my previous employers and other individuals I have given as references. I authorize and direct all such references and any employee of a previous employer to disclose any and all information regarding me and/or my employment, including, but not limited to, information about my job performance, attitude, skills, personality, character, experience, education, training, duties, wages, attendance, punctuality, discipline, strengths, weaknesses, evaluations, terminations, whether I would be rehired, and all other matters whatsoever regarding me and my employment. I hereby release and will hold harmless KBBI and those who provide information from any and all liability of whatever kind and nature, which at any time could result from obtaining or using such information for employment decisions.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of KBBI. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or KBBI may terminate my employment at any time with or without notice or cause.

I understand I may be immediately terminated for false statements or omission of facts called for on this application.

Signature of Applicant: _____

Date: _____