



# News Production Assistant

FLSA: Non-Exempt

**KTVA CBS 11 / Denali Media**

*This is a part-time position/25 hours a week*

**Denali Media's News Production Assistant** assists producers and digital editors with broadcast and digital assignments.

## Essential Duties of the **News Production Assistant**:

- Assist producers in writing scripts for newscasts.
- Assist digital editors in writing stories and editing video for digital platforms
- Operation of various broadcast equipment including, but not limited to, teleprompter, graphics software, and computers.
- Navigate internet (web) and post video and stories to station website and social media accounts.
- Communicate with producers and assignment desk during newscasts and adjust to changes accordingly.
- Follow clothing and appearance guidelines.

## Knowledge, Skills and Abilities:

### Must have:

- Ability to perform accurately with strict deadlines while under pressure and with minimal supervision
- Attention to detail
- Ability to read and write clear, concise English in broadcast style
- Above average skills in communications, both written and oral
- Excellent active listening skills with the ability to work effectively with technical and non-technical staff
- Ability to multitask in a fast paced environment
- Good organizational skills
- Ability to handle high stress environments and work collaboratively as a team
- Must possess general knowledge of computers and broadcast standards
- Ability to learn quickly, take direction, and work well under broadcast deadline pressures
- Ability to understand and quickly apply new technology

## Technical Skills:

- Nonlinear editing knowledge and experience preferred
- Familiarity with ENPS preferred
- Knowledge of MS Office and other common office software tools required

## People Skills:

- Must be able to reconcile divergent demands of multiple parties under tight timelines

**Minimum Qualifications:**

- Six months broadcast or journalism experience preferred.
- High School diploma or equivalent is required. Associates' or Bachelors' degree in Journalism or Communications preferred. Combination of relevant education and experience sufficient to perform the duties can contribute to minimum experience.

Certifications: Industry specific certifications are highly valued and contribute toward education.

Physical Requirements: Physical effort may include stooping, kneeling, touching, feeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Extended periods of standing may be required as well as some climbing of stairs and ladders. Hearing, vision, depth perception, and hand-to-eye coordination sufficient to perform job duties. Visual and auditory acuity necessary to operate equipment and identify color-coding. Position is primarily studio based but occasional field productions may be required.

Working Conditions: Most activities conducted inside under pleasant climatic conditions. Work can be intense and stressful due to time/resource limitations when scheduling multiple tasks with inflexible deadlines. Must be willing to work flexible hours, including evenings, weekends and holidays as needed. The company and its subsidiaries operate in a 24/7 environment providing critical services to Alaskans and may need to respond to public health and safety matters or other business emergencies. Due to business needs employees may be contacted outside of the normal business hours to respond to the immediate emergency. You will be requested to provide an emergency after hours contact numbers.

Driving Requirements (if applicable): Must possess and maintain a valid driver's license, proof of insurance, and a satisfactory driving record.

EEO: We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or another characteristic protected by law.

**Please apply at: <http://www.gci.com/about/careers> Job #20000113**