



Assistant News Director

Job Description

POSITION SUMMARY:

The Assistant News Director will help the News Director lead the Redwood Community Radio *KMUD-FM local News Department in its mission to provide a thoughtful relevant and significant public service. The KMUD News will help listeners to both participate in, and make informed decisions that reflect the values of the RCR community.*

The News Director Assistant will maintain high editorial, ethical and technical standards for news production and reporting. Open and honest communication in all internal and external newsroom collaborations is expected.

DUTIES:

- Assist with coordinating editorial priorities for the Newsroom.
- Anchor the Local News (1-2x per week)
- File reports and assist with story selection on a day-to-day basis, and initiate "specials, themes," and follow up stories
- Edit and appraise all work for air
- Ensure diversity of local coverage; focusing on under-reported, under-represented stories with relevance to the RCR community
- Help introduce, develop and encourage community journalists. The participants can be drawn on to inform and to contribute reports on issues of relevance to both wider and specific communities
- The Assistant News Director will help develop a vision for the future of the news team and have discussions with the News Director, General Manager, Program Directors, and listener focus groups as well as direction from any Strategic Planning done by RCR
- Maintain organization within the News Department (i.e. roster of reporters, stringers, volunteers and interns).
- Attend Staff Meetings
- Represent the station in public appearances and participate as staff in all membership drives

Qualifications

- Knowledge of audio editing software
- Experience in news environment preferred
- Experience in broadcast production, web content, news writing and news editing, a plus
- Knowledge of local and regional issues
- Must possess effective communication and interpersonal skills.
- Online research, multimedia production, word and spreadsheet processing
- Excellent memory for details, a plus
- Able to meet daily deadlines under potentially stressful conditions
- Comfortable multi-tasking

Redwood Community Radio is willing to train the right applicant.

Standing/Sitting is required for over 6 hours per day

Compensation

The Assistant News Director is a part time (16 hours/wk) exempt staff position with holiday, sick and vacation benefits. May require additional and or flexible hours based on emergency reporting needs.

Compensation is \$16.00 to start.

Equipment Used & Physical Working Conditions

The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Applicant must have ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, printer and audio recording equipment.

Equal Opportunity Employer

KMUD Community Radio is an equal opportunity employer and affirmative action employer. Our organization does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, class, creed, physical or mental disability.

KMUD observes all state and federal law concerning employment.

To Apply:

We must receive a cover letter, resume, 3 professional references no later than 5:00 pm January 23, 2018 . Your application can be emailed to hring@kmud.org or mailed to P.O. Box 135 Redway, CA 95560. You can also

hand deliver your application to the KMUD studios at 1144 Redway Dr.,
Redway CA.