Assistant News Director (Full-Time, Exempt)

Reports to: Director of News Content

Primary Functions:
The Assistant News Director provides editorial support and leadership to the KUNC newsroom. The Assistant News Director’s strong leadership and communication skills ensure that our news team is effective in helping KUNC meet its mission.

Daily News
Assistant News Director works collaboratively with the Director of News Content and Digital Editor, ensuring that the daily news planning and assignments support the vision and mission of the KUNC news department.

The Assistant News Director provides leadership and oversight of daily news content production. This includes closely monitoring and tracking news of the day and upcoming news events, identifying the most important stories for KUNC to cover on a daily basis. The Assistant News Director will have primary responsibility for planning, assigning, scheduling, and editing daily news content, including newscast spots and interviews. Assistant News Director will maintain a news calendar to assist in short-term and long-term planning of daily news items.

Assistant News Director oversees the sound of KUNC’s newscast presentation and will ensure hosts receive appropriate feedback and coaching on their on-air performance.

Assistant News Director evaluates the need for newscast items and is responsible for creating content for newscasts in areas that are not covered by hosts or reporters.

Special Projects and Series
Assistant News Director works collaboratively with Director of News Content and Digital Editor to plan and implement special series and projects. Assistant News Director is able to convey the big picture into specific action items for news staff to ensure that special projects are completed in an organized and timely manner.

Teamwork and Support of Organizational Mission
Assistant News Director will act as a backup, including features editing, for the Director of News Content, when needed.

Assistant News Director demonstrates commitment to the philosophy that community engagement elevates the journalism that KUNC offers the community. Assistant News Director will make community engagement an active part of the KUNC news process.

August 2020
Greeley, CO 80634
Assistant News Director will work with Director of News Content and Digital Editor to ensure deadlines, reporting resources, and expectations are managed appropriately and that all materials produced meet KUNC standards and practices, including accuracy, fairness, objectivity, and balance.

**Specific Job Duties:**
- Daily news planning and assignments
- Edit news spots and copy
- Substitute host Morning Edition and All Things Considered as needed
- Coordinate/produce interview features and create news spots and copy, when needed
- Edit features, as needed

**Additional Responsibilities:**
- Participate in on-air fundraising as well as station development and promotional functions, including production of fundraising content
- Perform other duties as assigned by Director of News Content

**Work Schedule:**
- This is a full-time position, typical work schedule will be either Tuesday – Saturday or Sunday – Thursday.

**Preferred Skills, Education, and Experience:**
- Bachelor’s degree or equivalent experience in broadcasting, journalism, media, and/or communications
- Ability to lead a team and effectively manage and supervise staff
- Displays solid news judgment, including an awareness of news
- Ability to maintain high journalistic standards of objectivity, balance and fairness
- Ability to handle multiple and complex projects simultaneously under stringent time frames and changing priorities/conditions.
- Proven ability to consistently work well with others, demonstrating at all times respect for the diverse constituencies at KUNC and within the public broadcasting system.
- Familiarity with public radio programming

**Physical Demands and Work Environment:**
- The ability to remain in a stationary position frequently.
- The ability to occasionally move about inside the office to access office machinery, co-workers’ offices, etc.
- The ability to frequently operate a computer and other office productivity machinery such as a laptop, office printer, telephones, etc.
The ability to frequently communicate with clients and co-workers, via telephone, email and other means of communication as required.

The work environment is primarily in an office area with moderate noise levels and moderate requirements for physical exertion, mostly lifting of personal computers, promotional items, etc. Occasionally requires/asks employee to travel to and from professional development conferences and meetings with potential & current members and co-workers.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

We offer competitive salaries and generous benefits including health & dental care, life & short-term disability insurance, 403b retirement, and more.

CRNC is an equal opportunity employer. We are committed to providing a safe and inclusive workplace, where we celebrate and encourage workplace diversity. CRNC will not tolerate discrimination or harassment based on race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

SELECTION PROCESS: Application deadline is 11:59 p.m. MT on 08/31/20.

You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring team. You will be notified if you are selected for further testing or interviews via email.

Please keep your contact information up-to-date.

----------------------------------------

Community Radio for Northern Colorado's mission is to strengthen our community by cultivating the mind and spirit- informing, inspiring and entertaining.

August 2020
Greeley, CO 80634