



Job Title: Assistant News Director

Status: Permanent Employee, 37 hours per week

Reports to: News Director

Works under: General Supervision (see Appendix)

Job Summary (“Mission Statement”):

The Assistant News Director is responsible for producing the 6pm local news broadcast Monday through Thursday and ensuring high-quality, journalistically sound programming.

They are additionally responsible for managing the station’s social media accounts: creating, scheduling and curating content on a frequent basis in a comprehensive and consistent way.

Primary Responsibilities:

The Assistant News Director is responsible for:

1. Preparing Daily Rundown

- a. Time out newscast. Prepare daily rundown and share with all contributors.
- b. Manage schedule of contributors for each day, ensuring adequate coverage each day. Recruit new contributors and subs as needed.

2. Planning News Coverage

- a. Review news calendar and news sources, generate story ideas, review reporter pitches and listener tips, and plan the day’s coverage with the News Director.

3. Assigning Stories

- a. Identify each contributor’s strengths and assign appropriate stories.
- b. Clearly communicate timing, slug, focus and deadline for each story.

4. Training and Assisting Reporters

- a. Train reporters on audio recording, news gathering, interviewing techniques, source development, fact checking, voicing, digital audio editing, broadcast news writing, journalistic ethics, FCC compliance, studio use and time management.

5. Reporting

- a. Follow breaking news and produce timely audio reports as needed.
- b. Develop sources and original story ideas.

6. Editing Scripts

- a. Review every script for accuracy, completeness and quality.
- b. Provide constructive feedback to contributors.

7. Ensure Program Quality and Continuity

- a. Ensure program begins and ends on time, with all stories ready by 6pm airtime.

- b. Arrange for back-up programming as needed to fill gaps.

8. Post Stories Online

- a. Select top story each day to post on WORT website and Soundcloud, and our podcast channel.
- b. Share stories on Facebook and Twitter.

Secondary Responsibilities:

The Assistant News Director is secondarily responsible for:

1. Social Media Management

- a. Create a regular publishing schedule for social media content
- b. Generate, edit, publish and share daily content (original text, images, video, audio, or HTML) that builds meaningful connections and encourages community members to act (volunteer, pledge, participate)
- c. Curate and promote posts from WORT programmers to showcase the diversity of station programming
- d. Facilitate online conversations with listeners and respond to queries
- e. Train co-workers to use social media in a cohesive and beneficial way

2. General Administrative Functions

- a. **Pledge Drives** Participate in station pledge drives though on air fundraising, answering phones, and other tasks as assigned

3. **Professional Development (as schedule and funding allows)** Maintain personal currency in the field. Attend conferences and trainings, as appropriate.

4. **Other duties as assigned.**

Desired Education:

Bachelor's Degree in Journalism or equivalent work experience

Required Qualifications:

- Minimum one year of work experience as a journalist
- Strong news judgment, courage, curiosity, and tenacity
- Experience managing, coaching and/or mentoring others
- Strong verbal and written communication skills
- Strong time management skills
- Audio editing skills
- Proven ability to work within a diverse volunteer community
- Demonstrated relationship-building and problem-solving skills
- Demonstrated ability to prioritize effectively given competing and shifting priorities
- Ability to stay calm under pressure
- Demonstrated ability to meet hard deadlines
- Expertise in multiple social media platforms (Facebook, Twitter, Instagram, and YouTube)
- In-depth knowledge of SEO, keyword research and Google Analytics

Desired qualifications:

- Prior radio and/or multimedia experience
- Proficiency with Adobe Audition, Google Docs, and WordPress
- Possess or have access to a vehicle for travel to the site of emerging news stories
- Possess cell phone

Preference will be given to candidates who demonstrate:

- Commitment to quality independent journalism
- Strong time-management and organizational skills
- A sense of humor and collaborative spirit
- Video editing experience
- Ability to identify future trends in digital technologies and act proactively

Working Conditions:

The Assistant News Director will work in an office setting the majority of the time, requiring sitting (or standing) for long periods of time at a computer; and communicating by telephone and email. Dress code at WORT-FM is casual. This position requires availability for occasional work hours outside of regular schedule when necessary due to breaking news.

Compensation:

\$15.60 per hour

Benefits:

- 92.5% employer contribution to company health insurance plan
- Paid time off (approximately 9 days/year)
- Annual company contribution to retirement plan
- Annual cost-of-living raise

Statement of Non-Discrimination:

WORT-FM does not discriminate in its employment practices with regard to age, ancestry, arrest record, color, conviction record, creed, cultural background, disability, ethnicity, gender, gender identity or expression, marital status, military obligations, national origin, race, sex, or sexual orientation.

Appendix: Levels of Supervision/Direction

(1) Direct or close supervision

- Supervisor or lead provides daily oversight of work activities.
- Employee is given specific instructions regarding duties to perform, assignments to complete and sequence of work steps and processes to follow.
- Employee follows clearly defined work procedures, processes, formats, and priorities.
- Work is frequently reviewed for accuracy, completion, and adherence to instructions and established standards, processes and procedures.

(2) General supervision

- Employee performs recurring assignments without daily oversight by applying established guidelines, policies, procedures, and work methods.
- Employee prioritizes day-to-day work tasks. Supervisor provides guidance and must approve deviation from established guidelines, policies, procedures, and work methods.
- Decision-making is limited in context to the completion of work tasks. Completed work is consistent with established guidelines, policies, procedures and work methods. Supervisory guidance is provided in new or unusual situations.
- Work is periodically reviewed for compliance with guidelines, policies and procedures.

(3) General direction

- Employee independently performs all assignments using knowledge of established policies and work objectives.
- Employee plans and organizes the work and assists in determining priorities and deadlines. May deviate from standard work methods, guidelines or procedures in order to meet work objectives.
- Employee exercises independent decision-making authority and discretion to decide which work methods to use, tasks to perform and procedures to follow to meet work objectives.
- Completed work is reviewed for effectiveness in producing expected results.

(4) Administrative direction

- Employee works independently within the scope and context of rules, regulations, and employer objectives.
- Employee independently plans, designs and carries out programs, projects and studies in accordance with broad policy statements or legal requirements.
- Employee exercises independent decision-making authority for determining work objectives and goals to be accomplished.
- Completed work is reviewed for compliance with laws and regulations and adherence to program goals, objectives, budgetary limitations, and general employer policies.