

KBOO Community Radio

Job Title: Evening News and Public Affairs Director

Department: Programming

Reports to: Station Manager

Employment Status: Exempt

Hours: 40 hours per week

Updated: August 2018

General Description:

- To manage evening news and public affairs programming, ensuring that it is consistent with the KBOO programming charter. To train and supervise volunteers in news and public affairs programming skills.

Qualifications

- Management and supervisory skills which place emphasis on teamwork in a collaborative setting
- Demonstrated experience in motivating and guiding volunteers in the carrying out of programming charter.
- Proven experience in news and public affairs production, including news stories, interviews, and features, preferably in community or public radio – minimum three years experience preferred.
- Experience in training people in the above skills.
- Organizational skills.
- Excellent communication skills.
- Ability to assess and stay informed on local, regional, and national issues.
- Ability to work well under pressure and without direct supervision.
- Ability to work under deadline and to direct volunteers to work under deadline.
- Ability to work some weekend hours as necessary.
- Ability to speak Spanish preferred.
- Computer skills, including ability to use the Internet for journalism research.
- Familiarity with online news feeds and newsroom management software
- Proven experience working with diverse communities.

Essential Functions

- Identify and address institutional and individual acts of oppression at KBOO. Ensure there is interruption of the oppression, follow-up and support for those impacted as well as documentation/record keeping of the incident.
- Coordinate evening news and public affairs programming. Work with Morning News & Public Affairs Director and Program Director as appropriate.

- Write, produce, and announce news stories, interviews, and public affairs programming as necessary.
- Work with the Volunteer Coordinator to recruit volunteers to participate in the various positions in the department (e.g. anchors, producers, reporters, engineers, and assistant editing)
- Supervise and assist volunteers. Coordinate substitutions (volunteer and/or programming) as necessary.
- Conduct and coordinate news trainings. Work with the Program Director around training coordination.
- Evaluate and provide critical feedback to evening news and public affairs programmers.
- Keep informed on alternative news sources, including syndicated programs, internet news sources, and independent news services.
- Inform listening audience and general public about programming through the website, on-air promotional spots, press releases, ads, etc.
- Attend Programming Advisory Committee meetings and produce a monthly report for the committee.
- Attend Program Operating Team meetings and Staff Meetings.
- Coordinate upload of news podcast.
- Work to implement KBOO's Affirmative Action plan.

Salary

This is a 40 hour a week position with a starting salary of 31,426.38. The employee shall be eligible for annual step increases subject to conditions in KBOO's Collective Bargaining Agreement.

Probationary Period

KBOO is a union shop and all (non management) staff are members of Communications Workers of America (CWA)- Local 7901. Any person hired will be required to join and pay dues to CWA Local 7901 after 90 days. There is a six month probationary period. This period is not to be construed as a contract.

Benefits

Benefits include medical and dental coverage, disability and life insurance, and credit union eligibility. This position also offers paid vacation, sick leave, and 11 paid holidays per year, in accordance with KBOO's Collective Bargaining Agreement. FSLA-exempt employees receive paid compensatory time off. Eligibility for the pension plan is one year after the date of hire.

Working Conditions

KBOO is a strong promoter of locally produced programming. The Evening News and Public Affairs Director oversees a one hour of public affairs programming from 4:00 - 5:00 pm, and a one-hour newscast from 5:00 pm – 6:00 pm, Monday through Friday. There are many evening

news volunteers per week, all of whom are under your supervision. You must be able to supervise and critique volunteers, and must be able to refer those volunteers who fail to meet news department requirements to other potential opportunities at the station.

This position works closely with the AM News & Public Affairs Director and the Program Director. Employees occasionally need to substitute for each other during vacations or illness.

Regarding news sources: KBOO is a Pacifica affiliate. We seek out alternative/independent news sources and place high priority on training volunteers to produce unique news stories on important local, national and international issues that are unreported or underreported and are in line with KBOO's values.

KBOO has regular membership drives. The job requires planning news and public affairs specials as fundraisers and extra working hours to assist the drive as necessary.

The atmosphere is hectic and stimulating. The ability to work in this kind of environment is Essential.

Workplace expectations at KBOO radio include: effective verbal and written communications; conflict de-escalation; skillful volunteer relations and utilization; capable project management; work-area organization; respond to phone calls and correspondence; teamwork and cooperation with other employees, volunteers, and Board members; furtherance of KBOO mission, goals and values; meeting attendance and participation; capable departmental budgeting; and punctuality.

Equipment Used

Facilities include an office that is shared with news volunteers. News stories are produced and recorded in a variety of ways: digitally, in studio, by phone, using field recorders and on CDs. Recording studio equipment, field recording equipment, computer, voicemail, copier, fax, Scanner

KBOO is an equal opportunity and affirmative action employer. Women and people of color are encouraged to apply. Our organization does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, gender identity, class, creed, physical or mental disability.