

## Requisition Posting Details

**Requisition #:** 24-1241 - Digital Executive Producer - S2527

**Requisition Location:** Albuquerque, New Mexico

**About Us:** Mountains, streams, deserts, ancient ruins, world-class art, varied culture and a crazy-good brew and food scene. That's the New Mexico life KOB 4 employees enjoy every day. The variety represented in our state drives a news organization that covers a wide range of stories from award-winning investigations and special projects to heart-touching profiles of people and real life issues you won't find anywhere else. Sound good? Come live in an amazing state and join the KOB 4 team as we proudly "Stand 4 New Mexico"!

**Job Overview:** The Digital Executive Producer is responsible for overall management and quality control of all digital efforts for the News department. This position will manage the digital producers and work with the News management and Creative Services teams to align digital content with on-air and live content.

### Job Responsibilities:

- Directly manage a team of digital producers to win the digital news war: posting first, accurately, completely and creatively.
- Drive digital producers to use all social tools to further online and on-air news goals.
- Develop short, intermediate and long-range market strategies and plans which enhance the product and provide profitable solutions to customer/clients opportunities.
- Establish department protocols, procedures and avenues of communication to help create an environment of consistent, quality workflow.
- Work with programming, promotions and news department heads as well as Market Manager to accomplish successful digital initiatives that reflect and enhance the overall unique brand and personality of each station.
- Lead, direct, and participate in efforts to constantly improve quality of station web sites, mobile sites, mobile apps and other digital initiatives as required.
- Consistently stay up-to-date and educated in the fast changing areas of web development, design, social media and content curation.
- Assist in projects/design/strategy development as assigned.

### Qualification:

- 4-year degree in Journalism, Mass Communications, or related field. Relevant experience can be substituted for degree.
- Minimum of 2 years' experience in key leadership role(s) within a television/radio newsroom.
- Degree or certification in Digital Media or related field preferred.
- Considerable knowledge of web development technologies, design software, mobile devices, social media platforms and web tools required.
- Strong design background, strong attention to detail, interpersonal and communication skills required.
- Experience working as a team member with the ability to establish and maintain good working relationships with a variety of individuals.
- Outstanding writing, editing, and graphic skills required.
- Ability to work on short deadlines and in pressure situations.

### Physical Requirements:

Ability to communicate in English, both verbally and in writing. Work with time sensitive information under tight deadlines and in pressure situations. Manual dexterity and fine motor skills to manipulate and operate personal computers, telephones and general office equipment (telephone, copier, etc.) for extended periods. Ability to read, hear and speak clearly and follow both oral and written direction. Ability to think quickly and to articulate information in clear, concise manner to others. Ability to sit for extended periods. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

**Compensation and Benefits:** When extending an offer, the company considers a variety of factors such as (but not limited to) the candidate's work experience, education/training & key skills as well as internal peer equity and other market and business considerations. For information regarding our benefits, please copy the link below and paste in your browser: <https://hubbardbroadcasting.com/our-company/working-here/>

**Diversity Statement:** Hubbard Broadcasting has been committed to representing the communities we serve since our founding over 100 years ago. The same holds true today. We know the best way to accomplish this is by recruiting and retaining top talent from diverse cultures, life experiences, and world views. With dignity and respect, we value YOU and everything that makes YOU uniquely YOU.

**EEO Statement:** We are an equal opportunity employer, including disability/vets.