

## Requisition Posting Details

**Requisition #:** 24-1394 - Floor Crew

**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:** This position is responsible for all of the studio production elements as well as the operation of studio cameras and production equipment for live and recorded television newscasts and shows.

### Job Responsibilities:

- Partner with peers, on-air talent, producers, directors, managers, and members of the public to help ensure a professional TV newscast/show is produced.
- Operate and move TV cameras (studio and remote) and teleprompter.
- Floor direct for live and pre-recorded productions following scripts, verbal commands and non-verbal cues.
- Communicate clearly and quickly using verbal and non-verbal cues to talent.
- Assist talent as directed by supervisor.
- Aid in the preparation of scripts and materials for productions.
- Set-up props, furniture and other items including building, lifting, arranging, lighting and cabling needed for production. Tear down, clean, and removal of same.
- Communicate supply and material needs.
- Maintain studio by cleaning, vacuuming, floor buffing, storage, maintenance, and organizing equipment and set materials.
- Respond and work well in a crisis and during breaking news. Handle last minute and unexpected changes. Communicate quickly and clearly to others.
- Report to work on time and work established schedule/hours. Ability to work other hours or alternate schedules as needed. May travel and work on location but only on a very limited basis and in special circumstances.
- Complete other duties as requested and needed.

### Qualification:

- High school diploma or equivalent on-the-job experience.
- Prior television production experience helpful.
- Must have knowledge of broadcast production equipment, techniques and language or be able to learn.
- Ability to work well with people while handling stressful situations. Ability to work effectively in a high intensity environment.
- Computer experience needed.
- Must be able to work various hours including nights, weekends, and holidays. Schedules may vary.
- Ability to work in compliance with company policies and procedures.
- Ability to communicate in English, both verbally and in writing.
- Work with time sensitive information under tight deadlines and in pressure situations
- Ability to read, hear and speak clearly and follow both oral and written direction.
- Ability to think critically and quickly and to articulate information in clear, concise manner to others.
- Physical Requirements:
  - Manual dexterity and fine motor skills to manipulate computer keys, cameras, teleprompter and board controls as well as general office equipment (telephone, copier, etc.) for extended periods of time.
  - Must wear headset during course of work.
  - Sit and/or stand for extended periods of time.
  - Above average pushing and pulling, bending and stooping. Climbs ladders. Lift up to 20 lbs. alone.
  - 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.