

## Requisition Posting Details

**Requisition #:** 25-1019 - TV Producer

**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:** Responsible for writing newscasts and production of the broadcast.

### Job Responsibilities:

- With the Executive Producer, constructs and plans a daily newscast by organizing, writing, selecting, and making creative decisions for assigned live newscast, using criteria established by management. Makes decisions about stories to be included, how long they should be, the form of the story (i.e. voice over, live remote, reporter package, etc.), and in what order they should run. Writes and rewrites stories as needed. Plans for contingencies.
- Makes sure all aspects of the newscast are complete before the newscast airs. Plans ahead and meets deadlines so newscasts can run smoothly for all involved. Important aspects include completed scripts, graphic information, video lists, all necessary script times, and key information. Enters information for story choices and storied into the newsroom computer system. Notifies proper people of any changes or special situations that may come up in a timely manner (i.e. breaking news, live shots)
- Writes and posts stories to website and other media platforms. Posts to social media. Frequently updates online stories.
- Shoots and edits videotape for broadcast as needed.
- Communicates frequently throughout the shift and works collaboratively with others in the newsroom including reporters, anchors, photographers, assignment desk staff, creative services and other producers about the newscast and any changes being made. Relays story and newscast instructions and information throughout the day via telephones, e-mails, faxes or other ways available. Motivates staff before and during newscast.
- Responds and work well in a crisis and during breaking news. Handles last minute and unexpected changes. Communicates quickly and clearly to necessary staff and talent.
- Writes clear, accurate and interesting stories. Ensures that any visuals shown are relevant, appropriate and impact. Breaks down complicated and involved stories so that they are easy to understand.
- Makes decisions about the timing of a live newscast as it is being broadcast. The Producer watches the live newscast from a designated control room. Communicates changes to director, technical director, audio operator, graphics person, studio operators (inc. camera operators, floor director, teleprompter operator), videotape operator, master control operator, and anchors. Decisions about the live newscast are immediate and communications must be relayed clearly and timely.
- Completes post-show paperwork and tasks including the technical trouble report and archiving.
- Attends editorial and strategic meetings. Comes prepared to meetings and interacts professionally with others. Contributes story ideas on a daily basis.
- Is knowledgeable of local, national and world events. Has a handle on what is going on in the community.
- Consults with news director, executive producer and/or assistant news director on difficult editorial issues
- May travel but only on a very limited basis and in special circumstances.
- Works established schedule. Work hours may include overnights, early morning, days, evenings, weekends and holidays. Fills in for others and other positions if needed on different shifts.

### Qualification:

- Some experience producing a local television newscast preferred.
- Ability to read, write and speak English well.
- Must be able to add and subtract time. o Able to work with others as part of a team.
- Excellent organization and writing skills including grammar and spelling
- Understands when to take charge of situations when it is warranted.
- Four-year Bachelor of Arts degree in journalism or communications or equivalent experience.
- Ability to work well under pressure and meet tight deadlines.
- Must be able and willing to work all newsroom shifts including overnights, weekends, evenings, early mornings and days.
- Must have a valid driver's license and safe driving history as determined by the Company. Driving record will be checked.

**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.