

Requisition Posting Details

Requisition #: 25-1283 - Assignment Editor

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 Assignment Editor is essential in coordinating and distributing news coverage assignments to reporters and photographers to cover breaking news and meet deadlines and assisting with coverage on our digital platforms.

Job Responsibilities:

- Monitor public safety scanners, fixed cameras, social media and e-mail while answering phones and keeping the newsroom informed of significant events and breaking news.
- Assist news team in coming up with story ideas and gathering information.
- Assign and coordinate logistics between news crews and live trucks; coordinate live and tape feeds from trucks and other transportation so stories can be broadcast live.
- Develop and maintain contacts with law enforcement and fire departments, local government and community organizations to stay updated on current events.
- Coordinate daily logistics and dispatches crews and multimedia journalists to breaking news.
- Assist producers, reporters, web producer with story calls, setups and follow ups.
- Help create and post breaking news bulletins on social and digital platforms and helping to convert/post television stories into digital content.
- Complete other duties as assigned.

Qualification:

- Bachelors in Journalism, Communications or related field
- 1-2 years previous television assignment desk experience preferred
- Exceptional communication skills.
- Advanced critical thinking skills.
- Ability to work in a high-pressure environment and with various personalities.
- Highly organized, detail-oriented knowledge of news and newsmakers.
- Computer literacy required.
- Must be able to make good decisions quickly; able to articulate choices and communicate those choices to other news department and station employees.
- Must have good writing skills including grammar and spelling.

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.