



Employment Application
Kachemak Bay Broadcasting, Inc. (KBBI)
3913 Kachemak Way, Homer, AK 99603

KBBI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please note: An offer of employment may require a background check.

Have you ever been convicted of a misdemeanor or a felony? Yes No If yes, explain on separate sheet

Are you willing to submit to a criminal background check? Yes No

Completion of this form is part of the application process. Please complete all portions of this form (type or print responses) and sign on the second page. You may sign the form electronically by inserting an image of your legal signature, or by typing the name in the space provided. Attach your resume.

PERSONAL INFORMATION

Position applying for: _____ Date: _____

Name (first, middle, last): _____

Mailing Address: _____

Phone (preferred): _____ E-mail: _____

Have you previously filed an application with KBBI? Yes (Date: _____) No

Have you ever been employed by KBBI? Yes (Date: _____) No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) Yes No

PROFESSIONAL REFERENCES

May we contact your present employer? Yes No A no answer will not preclude your consideration for this position.

Reference 1. Name: _____

Contact information (e-mail, phone): _____

Your relationship to this person as an employer, employee, or professional colleague:

Reference 2. Name: _____

Contact information (e-mail, phone): _____

Your relationship to this person as an employer, employee, or professional colleague:

Reference 3. Name: _____

Contact information (e-mail, phone): _____

Your relationship to this person as an employer, employee, or professional colleague:

May we contact others to discuss your qualifications, performance, credentials, character, and any other characteristics or factors affecting your suitability for employment we deem appropriate to consider you for this position? Yes No

APPLICANT'S CERTIFICATION AND AGREEMENT

I, the undersigned authorize KBBI or its representative to contact my previous employers, unless otherwise indicated, and other individuals I have given as references. I authorize and direct all such references and any employee of a previous employer to disclose any and all information regarding me and/or my employment, including, but not limited to, information about my job performance, attitude, skills, personality, character, experience, education, training, duties, wages, attendance, punctuality, discipline, strengths, weaknesses, evaluations, terminations, whether I would be rehired, and all other matters whatsoever regarding me and my employment. I hereby release and will hold harmless KBBI and those who provide information from any and all liability of whatever kind and nature, which at any time could result from obtaining or using such information for employment decisions.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of KBBI. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or KBBI may terminate my employment at any time with or without notice or cause.

I understand I may be immediately terminated for false statements or omission of facts called for on this application and including any resumes or other attachments.

Signature of Applicant: _____

Date: _____

DIRECTOR OF NEWS AND EMERGENCY BROADCAST SERVICES

Position Opening



GENERAL INFORMATION

KBBI has an immediate opening for a Director of News and Emergency Broadcast Services. The director reports to the General Manager, supervises a full-time staff reporter, freelance reporters, and news interns, and serves as head of staff in the absence of the General Manager. This is a full-time exempt position. The compensation package includes salary (based on experience), annual leave, 10 paid holidays, and group health insurance. The position is open until filled. Salary \$35-45,000 per year, depending on experience.

APPLICATION PROCESS

Please send cover letter, resume, and completed application form to Interim General Manager Scott Waterman, GM@kbbi.org. Application materials may also be submitted by mail to the following address:

Scott Waterman
KBBI Interim General Manager
3913 Kachemak Way
Homer, AK 99603

Without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws, KBBI provides equal employment opportunities to all employees and applicants for employment, and KBBI prohibits discrimination and harassment of any type. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

PRINCIPAL DUTIES

- a. Gathers and presents local and state news in a professional and ethical manner, ensuring that news coverage is fair and accurate, and reflects the diversity of activities, events, people and organizations in all communities on the Kenai Peninsula.
- b. Ensures adherence to editorial and content policies for all news staff. Ensures that all News Department activities are within FCC regulations and other station policies.
- c. Develops relationships with community members to enhance newsgathering.
- d. Coordinates and supervises news and information coverage during emergencies (earthquake, tsunami, fire, flood, etc.)
- e. Files with the Alaska Public Radio Network (APRN), National Public Radio (NPR), National Native News (NNN), and other news services where appropriate.
2. Works with other staff members to develop schedules for newscasts, breaking news, and to coordinate and implement the station's emergency broadcast procedures.
3. Supervises KBBI reporter and intern/volunteer news producers. Provides guidance in story selection, production, editing and training.
4. Acts as KBBI liaison with APRN, NPR, NNN, and other news network agencies. Participates in APRN and other statewide news meetings and conferences.
5. Collaborates with other staff in the scheduling, production and hosting of "Coffee Table," KBBI's weekly public affairs program.
6. Oversees preparation and hosting of the daily KBBI evening newscast, prepares KBBI morning news for Morning Edition host.
7. Prepares news content for KBBI's website and social media accounts and moderates comments.
8. Prepares reports on news department activities for the General Manager and KBBI Board of Directors.
9. Periodically attends KBBI Board of Directors, and Community Advisory Board meetings.

10. Leads news staff meetings to determine coverage/assignments and conducts air-checks with other staff as needed.
11. Maintains professional image of the News Department in the community, on and off the air.
12. Participates in professional development opportunities when available.
13. Works with other station staff and volunteers to enhance the positive team efforts of KBBI.
14. Participates in long-range planning and newsroom goals. Works with staff in developing and implementing appropriate new media opportunities. Develops special projects, coverage, series, and spots.
15. Develops potential interns/volunteers in the News Department in consultation with the other staff.
16. Performs other duties as requested by the General Manager.

MINIMUM REQUIREMENTS

1. A bachelor's degree from an accredited institution. More than seven years professional experience in broadcast journalism will be considered in lieu of this requirement.
2. Three years news journalism experience, preferably in public media. Experience at the director level, or two years supervisory experience is preferred.
3. Excellent writing, editing, production, and announcing skills.
4. Proficiency in computer and digital editing skills.
5. Willingness to work a varied schedule as needed and to be on call 24/7 to cover breaking news.

STATION & COMMUNITY

Programming

KBBI is an Alaska 501(c)(3) nonprofit corporation serving as a source of news, information and entertainment that is distributed through AM radio, as well as through digital and social media. To maintain the integrity of its noncommercial licenses and the trust of its listeners, donors and community, KBBI must operate in conformance with all applicable laws, including rules issued by the Federal Communications Commission (FCC), and in a manner that reinforces the trust that the community places in KBBI. The Board of Directors, staff, and the Community Advisory Board all play important, separate, and distinct roles in ensuring both compliance with applicable rules and in formulating, implementing, or evaluating KBBI's programming policies. This summer, KBBI celebrates its 40th anniversary on the air.

Community

Homer, Alaska, known as the "halibut fishing capital of the world," is located on the Kenai Peninsula, 233 road miles south of Anchorage. From the station's facilities in downtown Homer, KBBI serves listeners in more than 20 communities: To the east, Kachemak City, Fritz Creek, Voznesenka, Razdolna, Kachemak Selo; across Kachemak Bay to Halibut Cove, Bear Cove, Tutka Bay, Seldovia, Nanwalek, and Port Graham; and north to Anchor Point, Nikolaevsk, Ninilchik, Clam Gulch, Cooper Landing, Moose Pass, and Seward. KBBI serves portions of Kodiak Island, as well as the Lake Clark area, and fish camps in areas such as Chinitna Bay and Tuxedni Bay. KBBI also provides technical and administrative support to KDLL public radio in Soldotna. Through this service agreement, the entire Kenai Peninsula enjoys the benefits of public radio.

According to 2013-2017 American Community Survey 5-year estimates published by the U.S. Census Bureau, the population of the City of Homer is 5,510. The population of the surrounding communities is 7,464, for a total of 12,974 total residents of whom 9,909 are age 18 or older. Approximately 87% of the population is Caucasian, with American Indians and Alaska Natives comprising the largest minority population at 6.7%, according to 2010 United States census data. English is the predominant language in the Homer area, with the exception of four predominantly Russian-speaking villages. Census data document a trend toward increasing numbers of residents aged 60 and older.

Homer is part of the Kenai Peninsula Borough. The local economy relies heavily on commercial fishing and tourism. Borough-wide, oil and gas is the fastest growing sector of the economy, followed by health care and construction. South Peninsula Hospital, Homer Electric Association, and the Kenai Peninsula School District are among Homer's largest employers. Homer has also attracted numerous resident artists, writers, musicians, and entrepreneurs.

Known as "the halibut fishing capital of the world," Recreational activities include wildlife viewing, kayaking, sport fishing, hiking, and skiing. Homer offers a lively arts and music community, as well as many fine restaurants, breweries, coffee roasters, and lots of friendly people. Education opportunities include an

outstanding public school system, along with a branch campus of Kenai Peninsula College, which is part of the University of Alaska Anchorage. The community also offers excellent healthcare providers and facilities, including South Peninsula Hospital.