

## **KBBI NEWS DIRECTOR JOB DESCRIPTION**

### **GENERAL**

The News Director is responsible for the overall management and operations of the news department. This includes gathering and producing news and public affairs programming, and supervising other news staff at KBBI, including news interns, and public relations of the news department.

### **SPECIFIC**

1. Gathers local and state news
  - a. Ensures 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. Develops relationships with community members to enhance newsgathering.
  - c. Gathers and presents the news in a professional and ethical manner.
  - d. Files with the Alaska Public Radio Network, NPR, National Native News, and other news services where appropriate.
  - e. Is on-call 24 hours a day, 7 days a week to cover breaking news
2. Works with the Content Director to develop schedules for newscasts, breaking news, and coordinating and implementing the station's emergency coverage strategy.
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, National Native News, and other news network agencies. Participates in APRN and other statewide news meetings and conferences.
5. Collaborates with the Content Director in the scheduling, production and hosting of "Coffee Table," KBBI's hour-long public affairs program.
6. Prepares and hosts the daily KBBI evening newscast, prepares KBBI morning news for host.
7. Supervises and creates news content on KBBI's website and social media accounts.
8. Prepares reports on news department activities for the Content Director
9. Periodically attends KBBI Board of Directors, and Community Advisory Board meetings.
10. Ensures that all News Department activities are within FCC regulations and station policies.
11. Leads news staff meetings to determine coverage/assignments and conducts air-checks with Content Director.
12. Maintains professional image of the news department in the community, on and off the air.
13. Participates in professional development opportunities when available.
14. Works with other station staff and volunteers to enhance the positive team efforts of KBBI.
15. 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.
16. Develops potential interns/volunteers in the news department, with help from the Content Director.
17. Performs other duties as requested by the Content Director.

### **REQUIREMENTS**

1. Three years news journalism experience, preferably in public radio. News Director experience is preferred.
2. Excellent writing, announcing and production skills.
3. Excellent computer and digital editing skills.
4. Self-motivated and able to work with little direct supervision.
5. Able to work a varied schedule as needed.
6. Must work with other staff and the public in a professional and cooperative manner.
7. Must accept constructive criticism and strive to improve in needed areas.

**Reports to:** KBBI Content Director  
**Supervises:** KBBI reporters and news interns/volunteers  
**Classification:** Regular Full-Time, Exempt  
**Salary range:** DOE. Medical and vacation benefits.

To apply: Send cover letter, resume, references and 3 work samples to: Kathleen Gustafson, KBBI Content Director, at [kathleen@kbbi.org](mailto:kathleen@kbbi.org), or mail your documents to 3913 Kachemak Way, Homer, AK 99603.

This position is open until filled. Application materials will be reviewed as they arrive. KBBI-AM/Kachemak Bay Broadcasting is an equal opportunity employer