

# **News Positions**

- Assistant News Director
- In the Public Interest Host / Producer
- Senior News Reporter
- Junior News Reporter
- Reporter Trainee

# Assistant News Director

**Reports To:** News Director

## **Position Requirements:**

- Assists the News Director in the implementation of the KTSW News policies and procedures in the development of daily news content for online and on air use
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience strongly preferred
- Assists in choosing and assigning news story ideas
- Supervises writing, reporting, interviewing and all aspects of acquiring news story elements
- Ensures all news related content is posted online, and podcasted in a timely manner
- Flexible Schedule, must be on-call at certain times in order to cover the latest news within the campus and community
- Assists in the management and training of a volunteer staff
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

## **Skills:**

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

## **Notation:**

S = Supervisory Role

O = On Air (live)

P = Production

V = Volunteer Position

# **In The Public Interest Producer / Host**

**Reports To:** News Director

## **Position Requirements:**

- Assists the News Director in the implementation of the KTSW News policies and procedures in the development and implementation of the prerecorded In the Public Interest show
- Directs hosts and assists in preparation for the show
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience strongly preferred
- Assists in choosing show themes and story ideas
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

## **Skills:**

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

## **Notation:**

P = Production

V = Volunteer Position

# Senior News Reporter

**Reports To:** News Director

## **Position Requirements:**

- Serve as mentor to news reporter trainees
- Serve as impromptu assignments editor during office hours
- Produce 1 In the Public Interest (IPI) story with still photos, video (optional) every 2 weeks
- Write/produce 2 local stories per week with soundbite(s) and still photo(s); at least one story should be from assigned beat, e.g. UPD, SM City Council, TX State Student Government; write web version of story for the KTSW news blog; live tweet from assignments, if appropriate
- Serve as 'beat leader', who will be in charge of a specific news beat and help assign stories and help other reporters with their stories in their designated beat.
- Produce 1 multimedia story per semester w/scripting, audio, still photos, and video.
- Researching and reporting stories for on-air newscasts and/or special reports
- Required to be on-call at certain times in order to cover the latest news within the campus and community
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience preferred
- Option to audition for Anchor position in addition to all other requirements
- Flexible Schedule
- Audio production using Adobe Audition
- Performs other duties as assigned

## **Skills:**

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

## **Notation:**

O = On Air (live)

P = Production

V = Volunteer Position

# Junior News Reporter

**Reports To:** News Director

## **Position Requirements:**

- Write/produce 2 local stories per week with soundbite(s) and still photo(s); at least one story should be from assigned beat, e.g. UPD, SM City Council, TX State Student Government, write web version of story for the KTSW news blog; live tweet from assignments, if appropriate
- Write/produce/anchor 1 or more weekly newscasts, proof/rewrite news stories written by reporter trainees
- Serve as impromptu assignments editor during office hours
- Produce 1 In the Public Interest (IPI) news story every 3 weeks
- Researching and reporting stories for on-air newscasts and/or special reports
- Required to be on-call at certain times in order to cover the latest news within the campus and community
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience preferred
- Flexible Schedule
- Audio production using Adobe Audition
- Performs other duties as assigned

## **Skills:**

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

## **Notation:**

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# Reporter Trainee

**Reports To:** News Director

## **Position Requirements:**

- Pass broadcast newswriting style test
- Rewrite news stories from outside sources for daily newscasts
- Prepare content for KTSW news blog
- Download files from aircheck server, edit together daily newscasts for review
- Shadow senior news reporters, take photos, tweet from assignment, if appropriate
- Write local readers w/no soundbite (as assigned by news director)
- Serve as impromptu assignments editor during office hours
- Researching and reporting stories for on-air newscasts and/or special reports
- Required to be on-call at certain times in order to cover the latest news within the campus and community
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience preferred
- Flexible Schedule
- Audio production using Adobe Audition
- Performs other duties as assigned

## **Skills:**

- Ability to listen, write, and speak effectively
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