

KSDB EXECUTIVE STAFF

JOB DESCRIPTIONS + RESPONSIBILITIES

SPRING 2016



News Director Job Description/Responsibilities

The News Director position is currently designed to be the main source of direction and development for the news division of KSDB. As an Executive Staff member directly involved in news, the News Director will be given valuable experience and responsibilities directly involved in news writing and reporting while contributing significantly to KSDB's overall mission. This position requires someone who has strong communicational skills and understands how to write news in an AP broadcast format. The News Director will be required to provide daily news updates from local, state, and national sources that is pertinent to KSDB and its listeners. Updates should be in written form for DJs to read periodically throughout the day. In coordination with the Program Director, the News Director will also pre-record a weekend news program to be aired each weekend.

Additionally, the News Director will provide news and information from local, state, and national news to supplement the KSDB programming. This position will require fifteen (15) hours of work each week. Furthermore, the News Director will be expected to provide positive feedback and constructive criticism to fellow Executive Staff members. This position requires a team-oriented mindset and the willingness and ability to respond positively to feedback and constructive criticism given by other Executive Staff members. The News Director will be expected to be a contributing member of the KSDB Executive Staff who responsibly upholds the KSDB Mission Statement and will be granted the freedom to discuss original ideas with fellow staff members.

Reporting line:

- Reports directly to the Station Manager. Advised by Program Director and fellow Executive Staff members

Overall responsibilities:

- Creates six (6) different newscasts for Monday-Saturday. Each newscast "package" will include soundbites, one state news piece, one national news piece, one "on-campus" piece, and one sports piece
- Engages with on-air DJs by providing up-to-date news content for them to utilize
- Constructs news articles that are well written and easy to be read on air
- Utilizes Associated Press to acquire news and information for each newscast and understands news writing in AP style
- Understands basic functionalities of Adobe Audition and the KSDB automated computer system and effectively utilizes these programs to build soundbites for DJs to use on air

- Pre-records a “KSDB Weekend Edition” newscast to cover state and national news each weekend
- Contacts K-State Extension radio for local news and information and audio clips
- Maintains a team-oriented mindset and has the willingness and ability to respond positively to feedback and constructive criticism given by other Executive Staff members
- Contributes at least one (1) written news piece each week to the website
- Hosts one (1) weekly, hour-long public affairs news program with guests
- Provides fifteen (15) hours of work each week

Meeting requirements:

- Attends weekly KSDB Executive Staff meetings and weekly KSDB class meetings
- Maintains five (5) office hours and is regularly available for discussion with other Executive Staff members
- Ensures news updates have been finished and are available in the studio for DJs to use before 8:45am each weekday
- Attends at least one (1) KSDB sponsored event each month and assists fellow Executive Staff members as needed