

# UNIVISION-TELEFUTURA

## JOB POSTING NOTICE

**Job Title:** Executive Producer

**Location:** Austin, TX

**Job Number:** KAKW12-02

**Department:** News – Austin, TX

**FLSA Status:** Exempt

**Reports to:** News Director

**FUNCTION:** Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections, Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and coordinate daily/nightly and special news coverage.
- Execute the production process from building the rundown to air, getting the newscast done on a daily basis.
- Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.
- Oversee reporters' and photographers' news gathering and production process.
- Oversee writers, producers, and web editor's gathering of information and updating stories.
- Generate story ideas for our newscasts, as well as bring breaking stories to air
- Conceive, write and prepare broadcast news in Spanish, including local, national, and international stories, newsbreaks, teasers, and headlines.
- May be required to report news stories from the field. Able to perform other newsroom supervisory duties as assigned by the News Director and/or General Manager.

## **Minimum Qualifications for Consideration**

- **Must have:**
  - Good Spanish writing skills
  - Strong organization and motivational skills
  - A strong sense of journalistic ethics
  - Basic knowledge of editing in linear and non-linear systems
  - Thorough knowledge of current affairs
  - Strong communication skills
- **Must be:**
  - Creative and assertive.
  - Able to perform well under pressure, manage breaking news situations, meet strict deadlines, and respond quickly to changes.
  - Highly motivated, aggressive, and results-oriented
  - Able to work flexible hours, nights, holidays and weekends
  - Able to format daily show rundowns, review reporter's scripts and write news stories in Spanish

## **Experience and Education**

- Bachelors Degree in Communications, Journalism, or related field preferred
- Minimum 3 years of experience working in a newsroom for a general market or Spanish language television station required.
- Direct exposure to Assignments and Producing in a broadcast Newsroom preferred.
- Previous On-Air experience a plus.
- Knowledge of local public agencies and newsmakers preferred.
- Minimum 1 year of experience working with Avid INews

## **Language Skills**

- Excellent Spanish language communication skills required, both written and oral.
- English proficiency required

## **Physical Requirements:**

- May be required to occasionally lift up to 15 lbs
- Good vision and hearing acuity, manual dexterity and skill in use of keyboard and news communication equipment
- Clear and audible speech
- Should be able to sit for long periods of time

**Contact Information:**

**Please submit resume to:**

**[sbelilty@univision.net](mailto:sbelilty@univision.net)**

Subject line: Executive Producer, Job # KAKW12-02

Or Mail to:

KWEX-TV

Attn:

Samuel Belilty

Executive Producer, #KAKW12-02

411 E. Cesar Chavez Blvd.

San Antonio, TX 78204

**NO PHONE CALLS PLEASE**

*We do not confirm receipt of resumes*

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