

TITLE Executive Producer, Midday

BASIC FUNCTION

Supervises, directs, and leads assigned staff in the production of daily newsmagazine.

DUTIES & RESPONSIBILITIES

- Assigns production and acquisition of stories based on KXYZ editorial priorities.
- Tracks ongoing national, regional, and local issues of importance to the KXYZ audience.
- Convenes and chairs daily editorial meetings, selects producers for assignments.
- Ensures program and online deadlines are met.
- Edits Producer and Host content for broadcast as needed.
- In collaboration with Managing Editor, provides regular evaluation/critique to hosts and producers to develop and refine sound of daily news magazine.
- Directs live program segments as needed.
- Evaluates technical needs of the midday in consultation with Managing Editor and Operations Staff.
- Produces content as needed.
- May participate in on-air fundraising.
- Hires and trains producers as needed.
- Works with Producers in recruiting, selecting and training interns and volunteers as needed.
- Performs other duties as assigned by Managing Editor and as needed.

SUPERVISION RECEIVED

Position reports to Managing Editor

SUPERVISION EXERCISED

Supervision of midday news magazine production staff

POSITION QUALIFICATIONS

A bachelor's degree and five years of professional broadcast experience of increasing responsibility. Experience producing news and public affairs programming under daily deadlines essential. Demonstrated ability to work in collaboration with and manage a team. Demonstrated ability to use news judgment, editorial judgment to prioritize coverage. Strong organizational skills with ability to manage multiple projects. Experience in personnel supervision and training. Excellent interpersonal skills, and written and verbal communications skills. Experience producing live segments required. Experience hosting live programs and conducting guest interviews preferred.

Equivalent combination of education and experience may substitute for stated requirements.