News & Culture Positions

❖ Culture Assistant Editor
❖ Chief Editor of News
❖ Blog Content Contributor
❖ News Reporter
Culture Assistant Editor

Reports To: News & Culture Director

Position Requirements:

❖ Coordinates with the News & Culture Director and various departments
❖ Edits and submits blog posts from the Community Relations, Sports and Music departments on on-call days
❖ Responsible for Culture submissions for the department, ensuring accuracy and consistency in writing, editing and proofreading
❖ Writing for Mass Media (MC1313) experience is preferred
❖ AP style knowledge is preferred
❖ Flexible schedule, primarily remote
❖ Performs other duties as assigned
❖ Provide feedback to team of Blog Content Contributors

Skills:

❖ Ability to listen, write, and speak effectively
❖ Ability to proofread written copy for AP Style and PUG errors
❖ Ability to learn new applications, such as WordPress
❖ Highly motivated self-starter who takes initiative with minimal supervision
❖ Computer-literate performer
❖ 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:

S = Supervisory Role
B = Blogger
C = Content Management
V = Volunteer Position
Chief Editor of News

Reports To: News & Culture Director

Position Requirements:

❖ Coordinates with the News & Culture Director and various departments
❖ Edits and submits blog posts from the Community Relations, Sports and Music departments on on-call days
❖ Responsible for News submissions for the department, ensuring accuracy and consistency in writing, editing and proofreading
❖ Able to produce timely content in the span of 3-5 days
❖ Responsible for hosting weekly or biweekly newscasts and writing newscasts scripts
❖ Writing for Mass Media (MC1313) experience is preferred
❖ AP style knowledge is preferred
❖ Adobe Audition or other audio editing applications knowledge is preferred
❖ Flexible schedule, primarily remote unless office hours are needed
❖ Performs other duties as assigned
❖ Provide feedback to team of reporters

Skills:

❖ Ability to listen, interview, write, and speak effectively
❖ Ability to proofread written copy for AP Style and PUG errors
❖ Ability to learn new applications, such as WordPress and Adobe Audition
❖ Highly motivated self-starter who takes initiative with minimal supervision
❖ Computer-literate performer
❖ 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
❖ Ability to work in a fast-paced environment

Notation:

S = Supervisory Role
B = Blogger
C = Content Management
V = Volunteer Position
O = On-Air Reporter
Blog Content Contributor

Reports To: Culture Assistant Editor

Position Requirements:

❖ Creates, writes, edits and submits unique blog posts as assigned
❖ Creates posts and articles that reflect KTSW’s brand
❖ Responsible for Culture submissions for the department, ensuring accuracy and consistency in writing
❖ Flexible Schedule, primarily remote
❖ Write or willingness to learn to write in AP style
❖ 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
❖ 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:

B = Blogger
V = Volunteer Position
News Reporter

Reports To: Chief Editor of News

Position Requirements:

❖ Creates, writes, edits and submits unique blog posts as assigned
❖ Creates posts and articles that reflect KTSW’s brand
❖ Responsible for News submissions for the department, ensuring accuracy and consistency in writing
❖ Able to produce timely content in the span of 3-5 days
❖ Responsible for reporting on weekly newscasts and writing newscast scripts
❖ AP style knowledge is preferred
❖ Adobe Audition knowledge or audio editing skills preferred
❖ Experience in newswriting, whether in classes or organizations, is preferred
❖ Flexible Schedule, primarily remote unless needed
❖ Write or willingness to learn to write in AP style
❖ Performs other duties as assigned

Skills:

❖ Excels in interviewing and gathering sources
❖ Ability to listen, write, and speak effectively
❖ Highly motivated self-starter who takes initiative with minimal supervision
❖ Computer-literate performer
❖ Audio editing or willingness to learn audio editing
❖ 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
❖ Ability to work in a fast-paced environment

Notation:

B = Blogger
V= Volunteer Position
O= On-Air Reporting