



	SALARY	ISSUED: 04/18/06
TITLE: <u>Senior News Editor</u>	SCHEDULE: <u>B</u>	CLASS
	SALARY	CODE: PE348
UNION: <u>P&A, Local 1979, UAW</u>	GRADE: <u>12</u>	EEO
		CODE: 30
		JOB
	FLSA: Exempt	CODE: PE

Position Purpose

Provide administrative support and perform radio news broadcast functions to develop and produce quality local news content and programming for WDET-FM and expand audience base and increase listener awareness.

Essential Job Functions

Coordinate the day to day operations required to create local news programming. Monitor current events and issues, schedule program segments and assign stories to fulltime, part time and volunteer program staff. Assist staff with the development of story ideas and resolve problems related to production and standards. Edit stories prior to being aired.

Serve in a leadership role in setting the agenda for news and information coverage on daily news programs (e.g., Detroit Today). Responsible for editorial planning and coordination of programming like Detroit Today including; supervising assignments and providing editorial guidance to producers, supervising preparation of material and ensuring editorial integrity and quality of the on-air product. Completing other administrative tasks as needed.

Perform daily on-air duties for programs like Detroit Today as well as pre-recorded content for other broadcasts as needed for editorial or promotional purposes. Program content will deal with a variety of subjects, including but not limited to politics, education, arts, business, economy and environment of Metro Detroit.

Produce feature and spot news stories for broadcast in multiple platforms (e.g., radio, web, podcast). Develop story ideas, research and compile information, conduct interviews and write and edit stories. Anchor news casts.

Perform administrative activities required for effective departmental operations. Assist with equipment purchase and repair, coordinate efforts of local news department with other station units, maintain records, prepare reports and participate with WDET-FM fundraising activities.

Perform related duties as assigned.

Additional Comments

This classification serves in a work leadership capacity in the production of local news stories in adherence with established standards. The incumbent should possess a broad understanding of radio newscast production from story identification and development to editing and anchoring newscasts. Due to the nature of the work, the incumbent must develop and maintain effective relationships with local political, business and arts and entertainment contacts. This position is typically located in WDET-FM and reports to and receives work direction from the News/Program Director.

Minimum Qualifications

Graduation from an accredited college or university with a degree in communications, journalism or related field or equivalent combination of education and experience.

Reasonable experience producing news, including editing the work of others, preferably for public radio.

Excellent on air presentation.

In-depth understanding of local political, business and cultural affairs.

Good organizational and research skills.

Significant experience in the assignment and monitoring the work of others.

Sound understanding of current technology required for news production.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

