



COMPANY: KIRO TV
LOCATION: SEATTLE
PRIMARY INDUSTRY: TV
POSITION: ASSOCIATE PRODUCER
OPEN DATE: 9/6/23
CLOSE DATE: WHEN FILLED
SALARY RANGE: \$20.00 per hour to \$29.00 per hour

Position Overview

KIRO TV Seattle is looking for an Associate Producer who will be responsible for assisting Producer and/or Executive Producer with daily content prep, recording, editing, and planning of daily and/or weekly content. This individual will create and execute newscasts based on research information and goals. They collaborate with reporters on the best video and stories of the day. They work with assignment desks and associate producers to find stories and ensure accurate reporting and spelling. Concise writing and accurate writing are required.

Essential Duties and Responsibilities

- **Ensure the use of graphics, story selection, and pace are on target with action plans and style guidelines**
- **Communicate with information sources and producers to prepare reports for broadcast**
- **Communicate with reporters to find the best video stories of the day**
- **Write accurate and compelling teasers**
- **Work with assignment desk to find stories, help assign reporters and make sure information is confirmed**
- **Work with executive producer and talent to execute daily broadcasts**
- **Create concise accurate writing that executes research findings**
- **Ensure graphics, story selection and show pace are on target with action plans and style guidelines**
- **Order graphics for newscasts**
- **Assist with live shots for booth newscasts.**
- **Assist in the production of special projects and other content related to program and/or station**
- **Perform other duties as assigned**

Minimum Qualifications

- **Minimum 1-3 years of broadcast experience required**
- **Excellent creative writing and communication skills**
- **Ability to recognize stories with potential and develop them into compelling broadcast content**
- **Highly detail oriented with the ability to execute ideas**
- **Comfortable working with talent, and other high-profile individuals**
- **Excellent time management skills, with the ability to prioritize and multi-task, and work under shifting deadlines in a fast-paced environment**
- **Must be available to work varied hours as needed**

Preferred Qualifications

- **Bachelor's degree preferred**
- **Familiarity with MS Outlook, Word and Excel preferred**

The wage scale for this position is \$20.00 per hour to \$29.00 per hour.

Benefits for this role include:

- **Comprehensive medical, dental, and vision insurance available to the employee and employee's family (i.e. child, spouse, domestic partner).**
- **Flexible Spending Accounts (healthcare and dependent care) and Health Savings Accounts**
- **Short-term and long-term disability and life insurance (supplemental and accidental, death, and dismemberment)**
- **Participation in CMG's 401(k) plan with generous company match and both pre-tax and Roth options**
- **Full-time hourly employees are eligible to earn up to 176 hours of PTO inclusive of paid sick and safe time under applicable law.**
- **Part-time employees will receive one hour of paid sick leave for every 40 hours worked.**
- **Up to eight (8) paid holidays & two (2) floating holidays throughout calendar year 2023.**
- **Up to two (2) weeks of paid parental leave**
- **Employee Assistance Program**
- **All other benefits required by applicable law**

About Cox Media Group

CMG Media Corporation (d/b/a Cox Media Group) is an industry-leading media company with unparalleled brands, award-winning content, and exceptional team members. CMG provides valuable local and national journalism and entertainment content to the people and communities it serves. The company's businesses encompass 14 high-quality, market-leading television brands in 9 markets; 54 top-performing radio stations delivering multiple genres of content in

11 markets; a Washington, DC news bureau; and numerous streaming and digital platforms. CMG's TV portfolio includes multiple primary affiliates of ABC, CBS, FOX, NBC, Telemundo and MyNetworkTV, as well as several valuable news and independent stations. For more information about CMG, visit www.coxmediagroup.com.