

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: WPM NEWS OPERATIONS COORDINATOR/MANAGING EDITOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 4508

**UW Job Family:** 3D - Media/Communication/Art

**SOC Code:** 27-3023

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 8-1-21

### **JOB PURPOSE:**

Manage the day-to-day news operation of Wyoming Public Media and supervise supporting staff.

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

- Lead a dedicated team of staff reporters, producers, and freelancers to ensure news production is statewide, relevant and consistent with WPM and NPR production quality standards.
- Bring a strong knowledge of Wyoming's key issues and constituencies and guide content selection decisions, assignments, and editing. Provide fact-checking for content.
- Assign topic areas, stories, features, and ensure that content is created for and distributed via radio and digital platforms. Gather and report news content as needed to ensure delivery. Create and maintain reliability.
- Create, maintain, and execute coverage plans for developing and breaking news. Conduct daily reviews and weekly news meetings. Generate and share a comprehensive Daybook that serves as a news tool for reporters and an information tool for management.
- Implement consistent story editing processes, quality and quantity standards, and a scheduling and rotation protocol that builds reliability and ensures a strong on-air and digital presence for WPM.
- Manage and coach reporters and freelancers regularly to ensure an NPR quality delivery. Collaborate with Program Director in maintaining a consistent training operation. Host programs and fund drive activities as assigned.
- Work with national and regional editors to place WPM content on NPR and other distributors. Collaborate with WPM production and digital areas to identify broad dissemination potential for WPM content.
- Collaborate with state and national journalists and entities as assigned.

- Participate in project management of WPM grants for journalistic initiatives with WPM senior management. Provide quantified progress reports in weekly management meetings. Compile news data for FCC reports.

### **SUPPLEMENTAL FUNCTIONS:**

- Engage in outreach duties as assigned.

### **COMPETENCIES:**

- Formal Presentation Skills
- Work Standards
- Collaboration
- Innovation

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years related work experience**

Required licensure, certification, registration or other requirements:

- **Some positions require a valid driver's license**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Radio broadcasting methods and practices.
- Rules, regulations and policies applicable to on-air broadcasting.
- Control room equipment.
- Operation of studio microphones and sound procedures and requirements.
- Audio archiving procedures.
- Safety procedures applicable to radio broadcasting and associated equipment.

Skills and Abilities to:

- Speak articulately on the air.
- Research news and write articles for on-air use.
- Communicate effectively, both orally and in writing.
- Conduct interviews.
- Set up and operate digital or other recorders, sound processing equipment, multi-track audio consoles, and ancillary radio production equipment.
- Arrange and configure studio facilities and equipment.
- Audio production and editing skills.
- Supervise assigned staff, including organizing, prioritizing and scheduling work assignments.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office and radio studio environment(s).

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.