

Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission.

90.5 KCSU-FM Assistant News Director Job Description

The mission of KCSU is to train students to collaboratively operate a radio station that delivers and creates content that informs and inspires our listeners.

KCSU News Mission Statement: To provide CSU students and residents of Fort Collins informative and enjoyable news coverage, local and beyond. KCSU News strives to uphold the value of objectivity and journalistic ethics to the utmost degree.

Short News Department Description:

This description serves to represent the complete news department. All work is the responsibility of the director, to be delegated to the assistant, producer(s), and volunteers as needed. The news director and assistant work together, shortly after employment, to delegate/understand which tasks they are individually responsible for completing. Assistants are welcome to delegate tasks to volunteers and manage their performance with the consent of their director.

The KCSU News Department is responsible for keeping our listening audience informed/educated by reporting the news through a local lens. This includes campus stories, community reporting, and global news. Additional responsibilities are hiring/maintaining newscasters, facilitating training on live reporting and editing of pre-recorded segments.

Preferred Knowledge/Skills/Abilities:

- Understanding of AP style writing/reporting
- Basic knowledge of high production standards and production equipment
 - News must be intelligible, between -12 and -6 dB, professional, and accurate sounding.
- Knowledge of digital publication, which includes podcast creation/distribution
- Willingness to learn or understand audio broadcasts and FCC requirements/restrictions

Principle Duties and Responsibilities:

- Host/Produce a twice weekly 1-hour news show called "The Rocky Mountain Review" (RMR). RMR airs Tuesdays and Thursdays from 4-5pm. The show focuses the majority of its reporting on local content and can be live or recorded.
- Each news director must create 1 feature story using original reporting per month and not rely solely on summaries of already-reported news.
- Within two hours after the show airs, produce and post the show as the KCSU News podcast.
- Post RMR on KCSUFM.com
- Compile the Quarterly Issues Programming Reports (QIPR) and present them to the KCSU GM by deadline.
 - QIPR are due by January 1st, April 1st, July 1st, October 1st each year. The news director must follow the QIPR template and have the report ready for GM to approve five business days before the deadline. For summer months, present the report before leaving campus. Legally, KCSU must broadcast 10-hours of community-focused programming each quarter to fulfill our FCC legal requirements.
- Use Monday.com and Slack.com to communicate deadlines, story ideas, RMR clock (news show structure) and story status and upcoming meetings.
- Hold at least one reporter meeting a month to ensure productivity and clear communication.
- Select, train and continue to educate reporters on live reporting, interviews and pre-recorded segments
- If the news department has volunteers, create Weekly Newscasts, about 3-5 minutes, to cover local and campus issues.
- Create social media posts to promote the RMR and Weekday newscasts effectively.

Assistant News Directors supervise throughout the year:

Reporters, Volunteers

Assistant News Directors' Supervisors:

New Director, Programming Director, Station Manager, General Manager

Application Information:

If you are an interested applicant or want to know more information about this position, please email asher.korn@colostate.edu to receive full application information

KCSU is looking for students interested in learning by doing and gaining knowledge through experience. Interested applicants are **not** expected to know everything about journalism, broadcasting or radio equipment. All student management team applicants must take at least one credit class, and be a degree-seeking, fee-paying Colorado State University or Front Range Community College student in good academic standing.

Applications are open until the position is filled. We would like to hire someone by **Friday, February 24th by 11:59 pm**. When you email your interest in this position, please include all the times you are available for a **1-hour interview**. Interviews will be conducted in person, unless remote accommodations are requested. **KCSU-FM is an equal opportunity employer.**