



## JOB OPENING NOTIFICATION

**POSITION** News Producer  
**ISSUED** April 25, 2019  
**CLOSE** Until Filled

The Oklahoma Educational Television Authority (OETA) announces the opening of the position titled **NEWS PRODUCER** to work in support of the OETA News Department located in Oklahoma City, which produces a weekly news program. The most qualified candidates will be contacted for an interview.

### RESPONSIBILITIES

This position is primarily responsible for working with news and public affairs and production management in determining content and stacking, writing and reviewing scripts, reviewing video packages, doing script and video editing and producing the Oklahoma News Report (ONR) weekly news program. Duties include: keeping informed on current news, issues and personalities and conducting news research; video editing, and ensuring all video is ready for broadcast; selecting appropriate graphics and guiding pre- and post-production; assisting with appropriate, mission-centered news-gathering and story selection; effectively communicating and coordinating with ONR management, news and public affairs staff and other departments; booking guests; "boothing" programs; ensuring quality control; serving as field reporter when necessary; and producing and loading video and other relevant content to the ONR and OETA websites and social media platforms. In addition, producing other programs, like OETA's election coverage, which requires similar duties and responsibilities.

### PREFERRED QUALIFICATIONS

Must have the ability to make difficult decisions under pressure and remain open to adjustments, including last-minute changes; excellent editorial judgment and writing skills; strong organizational and planning skills with ability to prioritize, take initiative and communicate effectively to accomplish team goals; effective time management; ability to anticipate and effectively solve problems in newsroom environment. Work experience with video editing and basic computer skills required. Interest in and knowledge of Oklahoma and issues of statewide significance is important. Bachelor's degree in journalism or related field preferred. Competence in internet and social media applications, AVID editing equipment and desire for continuing professional development will be viewed favorably. Must be able to lift 30lbs and have a valid Oklahoma driver's license.

### COMPENSATION

Salary ranging from \$37,000-45,000 per year. A generous benefit package including health, leave, retirement, plus much more.

### HOW TO APPLY

Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to [employment@oeta.tv](mailto:employment@oeta.tv). Applications are available online at [OETA.tv](http://OETA.tv) or in person at 7403 N. Kelley Avenue, Oklahoma City.

**OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**