



## JOB ANNOUNCEMENT

|                          |                   |
|--------------------------|-------------------|
| JOB TITLE                | Producer          |
| DEPARTMENT               | News              |
| FULL-TIME/PART-TIME      | Full-Time         |
| DATE POSTED              | December 7, 2018  |
| DEADLINE FOR APPLICATION | Open Until Filled |

### POSITION DESCRIPTION/DETAILS:

#### **Producer**

Can you produce a compelling newscast that keeps viewers hooked until the end? If you think local, local, local and can also edit video and work independently, we want to hear from you!

We're looking for someone with a 4 year degree in Mass Communications/Journalism. You should also have a strong knowledge of effective social media use and a strong sense of journalistic ethics and integrity.

The successful candidate will work with our established anchors to produce four compelling weekday evening newscasts.

KEYC News 12 is a family-owned CBS and Fox affiliated media company serving Southern Minnesota and Northern Iowa, with a culture that values skills, encourages creativity and fosters professional growth. Located in the booming Greater Mankato metropolitan area, we're a happy mix of city and country living.

Members of the KEYC News 12 family are generally eligible for great benefits like short/long term disability coverage, a number of company-sponsored health insurance plans, company-paid life insurance, 401(k) retirement plan, paid vacation and sick leave, employee referral bonus, and more.

If you're that person, rush your reel, cover letter, and resume to:

Mitch Keegan, News Director  
KEYC News 12  
Attn: Producer Position  
1570 Lookout Drive  
North Mankato, MN 56003  
mitch.keegan@keyc.com

Only finalists will be contacted for interviews. This position is open until filled, so apply today!

**KEYC TELEVISION IS AN EQUAL OPPORTUNITY EMPLOYER**



## Employment Application

**An Equal Opportunity Employer** – All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or another protected status under federal, state or local law.

### Personal Information

(Incomplete information could disqualify you from further consideration. Please complete all fields.)

Name \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_  
Street City State Zip

Phone number (\_\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_ Position(s) applying for \_\_\_\_\_

Email Address \_\_\_\_\_ Salary Expectations: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

Are you interested in full or part-time work?  Full-time  Part-time  Either

Are you interested in 1st, 2nd, or 3rd shift? (check all that apply)  1st  2nd  3rd

Are you at least 18 years or older?  Yes  No  
(if not, you will be required to provide authorization to work)

Are you eligible to work in the U.S.?  Yes  No

Have you ever been employed here?  Yes  No

If the position you are applying for requires driving, do you have a valid driver's license?  Yes  No

### Education

| School  | School name and location | Subjects studied/Major | Year completed |   |   |   | Did you Graduate?   | Degree/Diploma |
|---------|--------------------------|------------------------|----------------|---|---|---|---|----------------|
| High    |                          |                        | 1              | 2 | 3 | 4 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                |
|         |                          |                        |                |   |   |   |   |                |
|         |                          |                        |                |   |   |   |   |                |
| College |                          |                        | 1              | 2 | 3 | 4 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                |
|         |                          |                        |                |   |   |   |   |                |
|         |                          |                        |                |   |   |   |   |                |
| Other   |                          |                        | 1              | 2 | 3 | 4 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                |
|         |                          |                        |                |   |   |   |   |                |
|         |                          |                        |                |   |   |   |   |                |

### Skills

List any special skill, experience and/or training that would enhance your ability to perform the position applicable for:

\_\_\_\_\_

\_\_\_\_\_

## Employment History

Include your last seven (7) years of employment history, including periods of unemployment, starting with most recent.

**I**

| Name and location of company | From Month            | From Year | To Month | To Year | Reason for leaving | Name of supervisor |
|------------------------------|-----------------------|-----------|----------|---------|--------------------|--------------------|
|                              |                       |           |          |         |                    |                    |
|                              | Describe your duties: |           |          |         |                    |                    |
|                              |                       |           |          |         |                    |                    |
| Phone: _____                 |                       |           |          |         | Title: _____       |                    |

**II**

| Name and location of company | From Month            | From Year | To Month | To Year | Reason for leaving | Name of supervisor |
|------------------------------|-----------------------|-----------|----------|---------|--------------------|--------------------|
|                              |                       |           |          |         |                    |                    |
|                              | Describe your duties: |           |          |         |                    |                    |
|                              |                       |           |          |         |                    |                    |
| Phone: _____                 |                       |           |          |         | Title: _____       |                    |

**III**

| Name and location of company | From Month            | From Year | To Month | To Year | Reason for leaving | Name of supervisor |
|------------------------------|-----------------------|-----------|----------|---------|--------------------|--------------------|
|                              |                       |           |          |         |                    |                    |
|                              | Describe your duties: |           |          |         |                    |                    |
|                              |                       |           |          |         |                    |                    |
| Phone: _____                 |                       |           |          |         | Title: _____       |                    |

## References

| Name and occupation | Address | Phone number |
|---------------------|---------|--------------|
|                     |         |              |
|                     |         |              |
|                     |         |              |

### Please read carefully and sign below

KEYC-TV is an equal opportunity employer. KEYC-TV does not discriminate in employment based on race, color, religion, sex, national origin, disability status, protected veteran status, or another protected status under federal, state or local law.

I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer if the employer decides to employ me. I understand and agree that my employment would be "at-will" if I am hired and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

I authorize KEYC-TV to contact my past and present employers and I authorize my past and present employers to communicate any requested employment information to KEYC-TV.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application