



JOB ANNOUNCEMENT

JOB TITLE	Managing Editor
DEPARTMENT	News
FULL-TIME/PART-TIME	Full-Time
DATE POSTED	February 4, 2019
DEADLINE FOR APPLICATION	Open Until Filled

POSITION DESCRIPTION/DETAILS:

Managing Editor

Can you cultivate story ideas and help guide reporters in building a newscast that keeps viewers engaged until the end? If you can also shoot compelling video, we want to hear from you!

We're looking for someone with a four-year degree in Mass Communications/Journalism or its equivalent in experience. 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 assist in creating and delivering compelling news content alongside the News Director. The managing editor will assist news reporters by contacting newsmakers and coordinating logistics as well as receive incoming phone calls to the newsroom. KEYC News 12 broadcasts over 22 hours of news per week.

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 cover letter and resume to:

Mitch Keegan
KEYC News 12 News Director
Attn: Anchor/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 <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			1	2	3	4	<input type="checkbox"/> Yes <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