

POSITION GUIDE

Job Location:

WMHT-TV
4 Global View
Troy NY 12180

POSITION:

Title: **Managing Editor & Host**
Department: Content and Engagement
Type: Full Time, Exempt
Reports To: VP, Chief Content & Engagement Officer

BROAD FUNCTION:

WMHT Public Media, located in New York State's Capital Region and serving Eastern New York and Western New England, is the only locally owned, nonprofit, multichannel public communications organization that reaches beyond the traditional broadcasting model to act as a leader by convening arts, culture, education and civic interests. WMHT focuses on Community, Culture and Connections by providing entertainment, enrichment and engagement through television, radio, digital media, and educational services.

We strive to create a workplace culture that values diversity of perspective and lived experience. WMHT provides a place where people are supported to do their best work.

Join WMHT and lead its landmark weekly series *New York NOW*, creating trusted, unbiased, multi-platform media that meets our audiences where they are and delivers high-quality information that reflects the diversity of our region. *New York NOW* airs statewide, providing journalism and educational content that empowers viewers to be informed and active residents of the Empire State. 2025 will mark fifty years of New York State reporting on WMHT.

WMHT seeks a Managing Editor & Host that leads multiplatform public affairs efforts through its award-winning *New York NOW* series. The Managing Editor & Host works in WMHT's Public Affairs content vertical, but this position's scope is varied and includes work across the Content and Engagement Departments. The Managing Editor & Host will at times collaborate with our Education, Arts and Culture content verticals as well as with WMHT's Digital Team.

The Managing Editor & Host will lead the *New York NOW* team to conceive of, manage, create and host weekly episodes of *New York NOW*. The Managing Editor & Host will support a positive work environment while managing the responsibilities and assignments of the Multimedia Journalist & Host to create and develop the multiplatform series.

The successful candidate would also collaborate with producers of *NY &*, a digital and broadcast civics education series serving audiences on social platforms.

Producers and Journalists at WMHT have critical thinking skills. They are creative problem solvers and self-starters who are an active part of the production team at WMHT. Producers work collaboratively at WMHT. They participate in editorial meetings, share challenges, and find solutions. The nature of our industry is evolving. We expect the Managing Editor & Host to bring a self-motivated drive as we learn, grow and evolve our mission and service.

The successful candidate will have a passion for service to the community through their work.

The Managing Editor & Host has excellent communication skills and engages effectively with the public. This position is public facing. The Managing Editor & Host represents WMHT in the digital world, utilizes social media to share content on a consistent and on-going basis, and use social platforms to source stories. Reports may involve field production or in-studio interviews.

The Managing Editor & Host is committed to a public media model that values community engagement, a model that listens and responds to the community. The Managing Editor & Host participates in station activities, presents to the community advisory board, the board of directors, and represents WMHT at community events.

SPECIFIC OPERATIONAL RESPONSIBILITIES:

Reporting:

Produces text-based, audio, video, journalism content

Appears as talent on video and audio reports

Field Production:

Records video and audio for broadcast and digital distribution

Non-broadcast:

Manages the *New York NOW* staff and editorial calendar for the series.

Manages cross-platform content: broadcast, social, website, podcast & *New York NOW* newsletter.

Post-Production:

Edits video and audio for broadcast and digital distribution

Hosting:

Serves as Host of *New York NOW* and *NY* & as needed.

GENERAL RESPONSIBILITIES:

Maintains working knowledge of tools and equipment specific to job responsibilities; attends training sessions as assigned

Works collaboratively with internal partners to achieve the highest quality finished product

Assists in station-wide projects and corporate fund-raising efforts

Carries out related duties as assigned.

Adheres to editorial standards set by the company

REQUIREMENTS:

- At least five years of reporting experience.
 - Two years of news management experience preferred
- Bachelor's degree in broadcast journalism, communications or related field, or equivalent training in production
- Thorough knowledge of journalistic principles, ethics and standards
- Commitment to the mission and goals of public broadcasting

- Strong commitment to excellence in the finished product; ability to work successfully either independently or as a team member
- Ability to lift and carry equipment up to 25 lbs., carry out frequent reaching, stretching, twisting and bending. Standing for up to two hours at one time and sitting for extended periods
- Demonstrated technical skill in professional field
- Ability to maintain a flexible schedule
- Strong communication and interpersonal skills
- Ability to work cooperatively with people at all levels in the organization and clients, to work under pressure of deadlines
- A valid New York State driver's license and good driving record is required for all WMHT positions
- Demonstrated knowledge of Adobe Creative Cloud Suite of tools (Premiere, Photoshop, After Effects, Audition), Microsoft Office.

Yearly Salary Range is \$70,000 - \$75,000

To apply, please email a cover letter and resume with a links to writing and media samples to vbelden@wmht.org or mail to:

**Valerie Belden
WMHT
4 Global View
Troy, NY 12180**

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.