



JOB ANNOUNCEMENT

JOB TITLE	Digital Web Producer
DEPARTMENT	News
FULL-TIME/PART-TIME	Full Time
DATE POSTED	November 21, 2017
DEADLINE FOR APPLICATION	December 22, 2017

POSITION DESCRIPTION/DETAILS:

KEYC News 12 is expanding our digital department! The dominant CBS and FOX affiliate serving Southern Minnesota and Northern Iowa is adding to our news team and we're looking for a digital web producer.

Digital Web Producer responsibilities and expectations include:

- Creating and delivering compelling news, weather and sports content to KEYC News 12's Digital Platforms, including KEYC.com, Facebook, Twitter and Instagram
- Belief that News Should be Broken on the Web/Social Media FIRST
- Using "Think like a viewer" mindset in sharing content online
- Strong Knowledge of Effective Social Media Use
- Coordinate posting of text, photos and video with news staff to digital platforms
- Assist with maintaining station website, including cooperating with sales department

Act quickly! The posting could close at any time if the right candidate is found.

Send resume to:

Mitch Keegan
News Director, KEYC/FOX 12 Mankato
1570 Lookout Drive
North Mankato, MN 56003
mitch.keegan@keyc.com

No phone calls!

Only finalists will be contacted for interviews.

KEYC TELEVISION IS AN EQUAL OPPORTUNITY EMPLOYER



1570 LOOKOUT DRIVE
P.O. BOX 128
MANKATO, MN 56002-0128
PHONE: 507-625-7905 / FAX: 507-625-5745

EMPLOYMENT APPLICATION

KEYC NEWS 12/FOX 12 MANKATO WELCOMES YOU AS AN APPLICANT. IT IS THE POLICY OF THIS STATION TO PROVIDE EQUAL OPPORTUNITY TO ALL EMPLOYEES AND APPLICANTS. WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS OR ANY OTHER LEGALLY PROTECTED STATUS, AS PROVIDED BY STATE OR FEDERAL LAW.

PERSONAL INFORMATION

POSITION APPLIED FOR: _____ FULL-TIME _____ PART-TIME _____

HOW DID YOU LEARN OF THIS OPENING? (PLEASE BE SPECIFIC)

LAST NAME _____ FIRST _____ MIDDLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAY PHONE NO. _____ HOME PHONE _____ E-MAIL _____

ARE YOU WORKING NOW _____ (If Yes) MAY WE CONTACT YOU AT WORK? _____
(Work Number Here)

SALARY EXPECTATIONS: _____ DATE AVAILABLE FOR WORK _____

EDUCATIONAL BACKGROUND

SCHOOL & ADDRESS	COURSE OF STUDY	DEGREE OR DIPLOMA	DID YOU GRADUATE

SKILLS

LIST ANY SKILLS, EXPERIENCES, OR QUALIFICATIONS YOU FEEL WILL BE BENEFICIAL TO THE JOB YOU ARE APPLYING FOR:

EXPERIENCE

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Name & Address of Company	From		To		Hourly Last Salary	Reason for Leaving	Name of Supervisor	Your Title:
	Mo	Yr	Mo	Yr				
Describe your duties:								
Phone:								

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EXPERIENCE

Name & Address of Company	From		To		Hourly Last Salary	Reason For Leaving	Name of Supervisor	Your Title:
	Mo	Yr	Mo	Yr				
	Describe your duties:							
Phone:								

REFERENCES

Name and Occupation	Address	Phone Number

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. 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 of time or make any agreement contrary to the foregoing and then only in writing signed by an officer. I authorize KEYC News 12/FOX 12 Mankato to contact my past and present employers and I authorize my past and present employers to communicate any requested employment information to KEYC News 12/FOX 12 Mankato.

SIGNATURE OF APPLICANT _____ DATE _____

Please complete the application, print, scan and email the document to carriann.schlager@keyc.com or mail to KEYC NEWS 12, 1570 Lookout Drive, North Mankato, MN 56003