



# JOB OPPORTUNITIES



**KCPQ TV Fox 13 and KZJO TV Fox 13+ - Seattle, WA**

**December 21, 2022**

*The following represents brief descriptions. It is not intended, nor should it be construed, to represent a comprehensive and/or exhaustive description of all duties, responsibilities and skills required of each position.*

## **News**

### **MMJ/Reporter**

FOX 13 and FOX 13+, the FOX Owned & Operated duopoly in Seattle, is seeking an enterprising multi-media journalist to join our news team. We're looking for an experienced on-air reporter, who also loves shooting and editing video. You should be a dynamic storyteller who can cover a range of topics, including weather, crime, politics, sports, social issues and of course – any kind of breaking news. Just as important: you should have a “digital first” mindset, with the understanding that much of your reporting and storytelling will appear online before it appears in a traditional newscast. At the end of the day, you should be a sharp writer, with the idea that a well-written sentence is worth a million dollars. Plus, your on-air presentation should jump off the screen and grab our attention, whether through an active standup, the best shot, or a creative editing effect. Other duties as assigned. If that sounds like you, we want to see your reel!

We're looking for someone with at least five (5) years' experience as a multi-media journalist. Our staff – both on air, and behind the scenes, possess the highest standards of journalistic integrity in a major television market. Accuracy and fairness in news reporting is a must – both online and on television. As a reporter, you should have extensive experience in live reporting during breaking news and other unscripted situations. As a photographer and editor, you should be a creative visual storyteller, used to creating top-tier content on deadline. This is a full-time position as an MMJ, but there may be occasions when you are paired with a photojournalist – either for a full shift, or just for live shots. That will depend on the individual story, the news of the day, and the other staffing. This is for a regular schedule, but the news is a 24/7 world that could occasionally include a different shift to accommodate things like breaking news, holidays, or vacation relief. A valid photo ID, driver's license, and credit card are required. [Click Here to Apply](#).

### **Assignment Editor**

KCPQ/KZJO, the FOX Owned and Operated duopoly in Seattle is seeking a News Assignment Editor to join our team. We're looking for someone who LOVES being a know-it-all, because in this role, you'll be a key member of the news team to find, filter, and facilitate all the local and national news coming into our newsroom. You get paid to be nosey – by researching and developing fresh story ideas, and helping reporters, producers and photographers deliver them to our audience. We're looking for someone with a competitive drive, a team spirit and a memory like a vault. You're a critical thinker – who doesn't just accept a press release as the whole story. You're plugged in to the community around Seattle and Western Washington, and you leverage your understanding of the region to elevate our daily news reporting.

That's the fun stuff, and here's the nitty gritty: The assignment editor primarily organizes story coverage, responds to breaking news, answers phones, email tips and monitors emergency scanners. You must be comfortable working in a fast-paced environment, where the news can change at a moment's notice. Other daily duties include assigning reporters and photographers to individual stories and supporting their newsgathering efforts. Must be able to work with our newsroom teams in all FOX markets and at our affiliate properties like FOX Weather and LiveNOW from FOX. This is a full-time position with a regular schedule, but the news



# JOB OPPORTUNITIES

business is a 24/7 world that could include occasional different shifts as breaking news, vacation relief or other special events warrant. Other duties as assigned. [Click Here to Apply](#)

## **Political Reporter**

FOX 13 and FOX 13+ is seeking a reporter to cover politics and government at all levels in the Puget Sound region. The political reporter will develop contacts with local, state and federal offices to break news on TV and online about local elected officials and the policies they set. The successful candidate should be a terrific writer, who can take complex policy positions, and explain them in ways that voters can understand. The political reporter will pitch important daily stories as well as enterprise reporting that can shed light on a particular local issue. They will also cover political campaigns, and they should treat election night like their Super Bowl!

**RESPONSIBILITIES:** The political reporter will actively report daily news and original features for FOX 13's broadcast and digital platforms. They should have deep contacts in various government offices, including those of city leaders, state leaders, members of congress, and other local and regional agencies. The political reporter will be based in Seattle, but will often report from Olympia, especially when the legislature is in session. They will not be afraid to break news online before filing a story for the next live newscast. They will also work with campaigns and political offices to secure exclusive interviews with newsmakers and key elected officials. Other duties as assigned.

**REQUIREMENTS:** The successful candidate will be immersed in the world of local, state and national politics. They should be able to report from the field during live newscasts, and be present in the studio on various election nights. The political reporter should have a strong digital media footprint, with a history of breaking stories online. A minimum of five years on-air reporting experience in a medium to large TV market is preferred. **This is a full-time position that could occasionally include changes to a schedule to properly cover campaigns, elections and other political events.** A valid driver's license and credit card is required. [Click Here to Apply](#)

## **Producer**

FOX 13 and FOX 13+ is seeking a dynamic newscast producer to join our team. Our producers contribute to the full editorial process in our newsroom – from the first editorial call, to the moment a live newscast wraps up. The producers at FOX 13 are top-tier journalists who have a passion for news in the Pacific Northwest – and around the world. Our producers are not “show stackers” – they are creative and curious journalists who think outside the box when building a newscast, and come to the table every day with compelling stories to pursue. Producers play a critical role in determining how the news is presented, which involves strategic story placement within the rundown, as well as crisp, clear writing for the anchors to deliver.

Producers are responsible for their individual, assigned newscast. Each producer works with their EP and other newsroom staff to take daily reporter assignments, VO's, VOSOT's and other stories to build a compelling, informative live newscast for the viewers of Western Washington. Producers log and transcribe soundbytes, write VO's, teases and opens, create basic graphics and coordinate with video editors. They also manage the control room during their assigned newscast – working closely with a director and production team to ensure the live program is executed flawlessly. When breaking news happens, producers should be able to quickly add the appropriate information to the show. They are also called upon to produce unscheduled breaking news or other items as events warrant. This is a full time position on a regular shift, but the news is a 24/7 world and that could occasionally include other shifts as breaking news or other circumstances warrant. [Click Here to Apply](#)

## **Investigative Executive Producer** **Responsibilities:**

KCPQ FOX 13 and KZJO FOX 13+, the FOX Owned & Operated duopoly in Seattle is seeking an experienced executive producer for our weekly crime and public safety program “The Spotlight.” This is a high-impact role that involves a bit of everything: research & writing, shooting & editing, digital reporting, and producing the weekly television program. The EP works with the primary host, contributing reporters and other newsroom



# JOB OPPORTUNITIES

journalists to plan content and production of each new episode. The executive producer sets the weekly production schedule that includes scheduling editing time and planning shoots with photojournalists.

## **Requirements:**

The successful candidate should have a background in hard news reporting or producing, with an emphasis on long-form investigative and documentary storytelling. The candidate should be well-versed in criminal law, public records, investigative reporting, court systems and government agencies. Public safety and crime is top of mind for our viewers, followers and fans, making “The Spotlight” one of our most successful brands. The executive producer should embrace this and constantly look for new ways to showcase our reporting. This is a full-time, regular shift, but the news business is a 24/7 world and schedules can occasionally change due to unique needs of producing the program – or vacation relief, breaking news, or other staffing requirements. [Click Here to Apply](#)

## **Reporter**

KCPQ-TV and KZJO-TV, the FOX O&O duopoly in Seattle, Washington is seeking an on-air general assignment reporter who is passionate about breaking news, enterprise reporting, and dynamic storytelling. If you are an experienced news reporter who can deliver a great live shot, we would like to see your reel. The candidate must want to own the big story and develop sources. This position requires the ability to effectively break news online and on social media, while also delivering live and taped reports to our TV viewers. The news reporter should also be a top-notch writer, who can carefully match words to video and other visual elements.

The successful candidate should have about five years’ experience on camera in a mid-to-large level TV market. Our news reporters possess the highest standards of journalistic integrity in a major American television market. Accuracy and fairness in news reporting is a must – both online and on television. The successful candidate should have extensive experience in live reporting during breaking news and other unscripted situations. The ability to edit or shoot video is an added bonus, but not a deal-breaker. **This is a full time position with a regular shift and schedule, but the news is a 24/7 world and that could occasionally include other shifts as breaking news or staffing changes warrant.** Must possess a valid credit card and driver's license. [Click Here to Apply](#)

## **Photographer**

FOX 13 and FOX 13+, the FOX O&O duopoly in Seattle is seeking a photojournalist with experience to join our news team. The primary role of the photojournalist is to be an NPPA-style visual storyteller. This role will shoot, co-produce, edit, and present images with sound for multiple platforms including television, digital, and social media. As a news photojournalist, you must be a go-getter. This position requires the ability to go live in breaking news situations and multi-task by shooting video, editing, and feeding raw and edited material. Must be willing to conduct interviews on your own including man-on-the-street and “go live” as a performer in breaking news situations.

The successful candidate must have an understanding of bonded cellular technology and live truck operations, experience operating ENG/KU/IP vehicles and equipment is preferred. Must be able to use field lighting to produce well-lit content, as needed. Experience with non-linear editing equipment, such as Edius and/or Adobe Premiere is required. Experience with Sony XDCam Camera format is a plus. FAA license to operate a drone is a plus. Knowledge of iNews and desktop editing are preferred. Some writing and voiceover experience is also desirable/preferred. Perform other duties as assigned.

You must be a self-motivated, creative storyteller with strong shooting and editing skills on multiple platforms. The successful candidate must have a minimum of two (2) years’ experience, as a photojournalist/editor in a television news department. A willingness and ability to travel for story assignments, including international travel is also desirable. The news is a 24/7 world, and we’ll work with you on a regular work schedule that could occasionally change to fit the needs for mornings, nights, weekends or holidays. Must have a valid credit card, valid driver's license and maintain a clean driving record. [Click Here to Apply](#)



# JOB OPPORTUNITIES

## Sales

### **FLX Account Executive**

Fox 13 KCPQ and Fox 13+ KZJO, the Fox O&O in Seattle, WA are looking for an experienced digital or multimedia seller to develop and close business for FLX, FOX's premier OTT solution.

### **Duties**

Prospecting new business, present FLX capabilities via Zoom and in-person. Act as category expert, working alongside Fox linear sales teams. Overseeing all schedules throughout the campaign; work directly with stations, advertising agencies and clients to increase revenue for the FLX platform.

### **Knowledge Skills, Abilities**

Excellent communication skills, proficient in Word, Excel, PowerPoint. Wide Orbit a plus. Knowledge of the local TV marketplace and how they are adapting to new OTT channels. Sales Hunter.

### **Minimum Qualifications**

2-3 years of successful experience in the digital media industry; Digital Video Advertising and/or Digital Agency/Digital Publisher experience preferred. College degree preferred. IAB certification preferred. Familiarity with basic digital media technology. Excellent presentation skills. **Preferred Qualifications:** Existing relationships with senior level client or agency decision makers. Digital agency relationships. [Click Here to Apply](#)

### **Account Executive**

Fox 13 KCPQ and Fox 13+ KZJO the Fox O&O in Seattle, WA has an opening for an Account Executive with an understanding of the local media landscape, sports, and cross-platform marketing in linear, digital, and sponsorship sales. The Account Executive will be responsible for growing existing business and developing new business to maximize client's ROI and goals.

## A SNAPSHOT OF YOUR RESPONSIBILITIES

- Proactively maintain and grow an established list of agency buyers, planners, and direct clients
- Drive new advertising revenue through direct sales across all media platforms
- Oversee and steward all aspects of the account to ensure the schedule runs correctly, meets client's KPIs and delivers successfully
- Develop marketing solutions and presentations to key decision makers and buyers.
- Establish credible relationship with existing businesses and strong emphasis on developing new business
- Makes virtual or in-person presentations to agency buyers and planners or local advertisers. Books orders and negotiates spot placement and rates based on the parameters for rate negotiations set by sales management and the advertiser parameters for each advertising campaign.
- Prepares quarterly sales revenue budget and target goal and is responsible for achieving budget and sales quotas established with management. Evaluates performance results against goals.

## WHAT YOU WILL NEED

- 5+ years of selling experience at a media company and/or network, plus a strong overall knowledge of the sports marketplace and broadcast media industry
- Experience in selling marketing partnerships with linear, OTT, and digital
- Excellent written and oral communication skills to effectively communicate, negotiate and influence internal and external contacts
- Ability to work independently and have a strong sense of accountability



# JOB OPPORTUNITIES

- Strong analytical and problem-solving skills, as well as excellent interpersonal skills, with the ability to develop and maintain business relationships
- Demonstrable knowledge of the local market, Wide Orbit, Nielsen and/or Comscore, qualitative research and available sales and research tools.
- Excellent business development skills, including but not limited to prospecting and cold-calling, lead qualification, handling objections, conceptual selling, client needs analysis, rate negotiation, closing and client relationship management.
- Must be a team player and stay dedicated to achieving results for the good of the organization [Click Here to Apply](#)

## Marketing

### Production Technician

Do you love solving puzzles and directing a talented team? FOX 13 and FOX 13+, the FOX Television Stations Owned & Operated duopoly in Seattle, WA is seeking an experienced and ambitious production technician to join our team. The successful candidate will be part of launching a new daily lifestyle show using Ross Automation, iNews, Chyron and other broadcast software and hardware.

The production technician will lead the production team for a specific show, while assisting or backing up other shows on the same shift – whether as an AD, audio operator or other role. Other daily duties will include prepping the studio for live broadcasts, maintaining audio equipment including mics and IFB's, and envisioning creative ways to use our studios and control rooms. This is a role tailor-made for an ambitious person looking to make a name for themselves in the industry. Opportunities exist to lead future efforts in podcasting, additional studio shows, and/or live event production.

Members of the production team at FOX 13 are leaders and collaborators on our news team. The successful candidate will communicate well under pressure. The control room setting can be hectic at times, but the right director is always calmly in control. Must have experience directing live daily newscasts on an automation system, and be comfortable calling an unscripted show on the fly. This is a full-time, regular shift, but the news business is a 24/7 world and schedules can occasionally change due to vacation relief, breaking news, or other staffing requirements. [Click here to apply](#)

## Finance

### Staff Accountant

Fox 13 KCPQ/Fox13+ KZJO is hiring a Staff Accountant. Are you analytical? Do you enjoy working with numbers? This may be the position for you...keep reading...

We are looking for a candidate who can apply principles of accounting to analyze financial information and prepare financial reports by performing the following duties:

- Assist in month end close.
- Prepare all journal entries and maintain monthly file.
- Preparation of monthly expense accrual analysis.
- Reconcile general ledger accounts and prepare/update General Ledger Account Analyses.
- Manage and update all Prepaid and Accrual Sub-Ledger Accounts.
- Manage capital spend tracking, fixed asset system and monthly depreciation, as well as coordinating annual property tax reporting.
- Revenue reporting and analysis including daily pacings, monthly revenue reports and answering ad-hoc requests.
- Manage program/film asset, liabilities, and monthly amortization.
- Manage and prepare monthly Rep commission reports.
- Prepare monthly/quarterly Film and Fixed Asset reporting.





# ***JOB OPPORTUNITIES***

- Perform and maintain analysis on all trade agreements.
- Responsible for computing and submitting information for monthly/quarterly State of Washington and City of Seattle B&O taxes
- Assists VP Finance and Director of Finance in preparing other financial and operational analysis, as needed.
- Reconcile the Station's program logs, verifying the airing of commercials run on the station.
- Demonstrates responsibility for any and all equipment issued by Fox.
- Comply with all Fox computer requirements.
- Comply with all Fox and station policies.
- Other duties as assigned.
- Assist in annual budget process and SAQ process.

Four-year degree with emphasis in accounting/finance preferred. Advanced Excel experience working with pivot tables required. Workday and Wide Orbit Traffic experience a plus. [Click Here to Apply](#)

**To apply for a specific open position, click the link following each posting or go to**

<https://www.q13fox.com/fox-13-seattle-jobs>

***NO PHONE CALLS PLEASE.***

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