

B-5: Executive Producer

Date of Hire: 4/04/2012

Referral Source of Hire: Internal Posting

# of Interviewees for position and  
referral sources of interviewees 3 Interviewees

Internal Posting 1

indeed.com 1

Career Builder 1

# UNIVISION-TELEFUTURA

## JOB POSTING NOTICE

**Job Title:** Executive Producer

**Location:** Austin, TX

**Job Number:** KAKW12-02

**Department:** News – Austin, TX

**FLSA Status:** Exempt

**Reports to:** News Director

**FUNCTION:** Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections, Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and coordinate daily/nightly and special news coverage.
- Execute the production process from building the rundown to air, getting the newscast done on a daily basis.
- Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.
- Oversee reporters' and photographers' news gathering and production process.
- Oversee writers, producers, and web editor's gathering of information and updating stories.
- Generate story ideas for our newscasts, as well as bring breaking stories to air
- Conceive, write and prepare broadcast news in Spanish, including local, national, and international stories, newsbreaks, teasers, and headlines.
- May be required to report news stories from the field. Able to perform other newsroom supervisory duties as assigned by the News Director and/or General Manager.

## **Minimum Qualifications for Consideration**

- Must have:
  - Good Spanish writing skills
  - Strong organization and motivational skills
  - A strong sense of journalistic ethics
  - Basic knowledge of editing in linear and non-linear systems
  - Thorough knowledge of current affairs
  - Strong communication skills
- Must be:
  - Creative and assertive.
  - Able to perform well under pressure, manage breaking news situations, meet strict deadlines, and respond quickly to changes.
  - Highly motivated, aggressive, and results-oriented
  - Able to work flexible hours, nights, holidays and weekends
  - Able to format daily show rundowns, review reporter's scripts and write news stories in Spanish

## **Experience and Education**

- Bachelors Degree in Communications, Journalism, or related field preferred
- Minimum 3 years of experience working in a newsroom for a general market or Spanish language television station required.
- Direct exposure to Assignments and Producing in a broadcast Newsroom preferred.
- Previous On-Air experience a plus.
- Knowledge of local public agencies and newsmakers preferred.
- Minimum 1 year of experience working with Avid INews

## **Language Skills**

- Excellent Spanish language communication skills required, both written and oral.
- English proficiency required

## **Physical Requirements:**

- May be required to occasionally lift up to 15 lbs
- Good vision and hearing acuity, manual dexterity and skill in use of keyboard and news communication equipment
- Clear and audible speech
- Should be able to sit for long periods of time

**Contact Information:**

**Please submit resume to:**

**sbelilty@univision.net**

**Subject line: Executive Producer, Job # KAKW12-02**

**Or Mail to:**

**KWEX-TV**

**Attn:**

**Samuel Belilty**

**Executive Producer, #KAKW12-02**

**411 E. Cesar Chavez Blvd.**

**San Antonio, TX 78204**

**NO PHONE CALLS PLEASE**

*We do not confirm receipt of resumes*

**UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER**

## Blanca Gaytan

---

**From:** Lydia Luna-Buchmann  
**Sent:** Friday, February 03, 2012 5:55 PM  
**To:** Blanca Gaytan  
**Subject:** RE: EEO Posting & Other EEO to-do's

Thank you!

---

**From:** Blanca Gaytan  
**Sent:** Friday, February 03, 2012 5:52 PM  
**To:** Lydia Luna-Buchmann  
**Subject:** RE: EEO Posting & Other EEO to-do's

Hello Lydia,

Job # KAKW12-02 has been posted to the Intranet, TAB, TV Jobs and all standard organizations, except TWC. My log in is not active at this time, I don't know why, but I already sent them a request to reset my password, I will follow up on Monday and if possible I will post the job then. Let me know if you have any questions.

Thank you.

Blanca Gaytan | Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop Boulevard, Austin, TX 78756  
Direct: (512) 533-2803 | [bgaytan@univision.net](mailto:bgaytan@univision.net) | <http://www.univision.com>



---

**From:** Lydia Luna-Buchmann  
**Sent:** Friday, February 03, 2012 3:54 PM  
**To:** Blanca Gaytan  
**Subject:** FW: EEO Posting & Other EEO to-do's  
**Importance:** High

No CareerBuilder postings available for this position until 2/16! I'll have to let Sam know.

Lydia Luna-Buchmann | Business Manager/Controller | Univision 41 - TeleFutura 17 | 411 E. Cesar E. Chavez Blvd., San Antonio, TX 78204

Direct: (210) 242-7426 | Mobile: (210) 240-2927 | Fax: (210) 242-7428 | [lydial@univision.net](mailto:lydial@univision.net) | <http://www.univision41.com>



---

**From:** Lydia Luna-Buchmann  
**Sent:** Friday, February 03, 2012 1:20 PM  
**To:** Blanca Gaytan  
**Subject:** EEO Posting & Other EEO to-do's  
**Importance:** High

Please post the attached job as KAKW12-02. We need this posted on the Intranet, TAB, TV Jobs, and your standard organizations (TWC is included in my std orgs, for example).

I've reached out to Erika, already, to post on CareerBuilder. This needs to get posted today. *Please email me when this has been posted in all places listed above.*

If you haven't already converted the Austin EEO files to the scanned version of archiving used in SA, please put that on your list of tasks to complete for the upcoming week. In the meantime, you can start with this one. Remember to keep copies of the letters and/or job descriptions you mail out to these organizations. Keep all hard copies of postings, and confirmations via email, etc., in one file for now, but you'll be scanning everything into the appropriate folders. I've updated the SA EEO folder so you can see various examples of what is scanned and filed and how.

Don't save KAKW12-02 to the SA tree, but you'll need to create another one for Austin, if you haven't already started that. You don't have to complete the scanned files today, but I assure you it's much easier to do so as you're posting and receiving confirmation emails. Your choice. What is critical is that the job gets posted out there ASAP today.

Also to be added on your list for next week is to create the same Excel template I emailed you back on 1/23/12. We didn't discuss when you were here last week, so not sure if you have any questions. But this file is important to maintain so we know how much information we need to track down when we're working on the annual report. Once you get this done next week, our next step is to accumulate all of the documents for positions that have been closed in both markets. I haven't done it over here either, so we need to catch up on EEO matters, for sure.

As always, call with questions. Gracias.

[Go to site navigation](#) | [Go to extended navigation](#) | [Go to content](#)

WHAT STARTS HERE CHANGES THE WORLD  
THE UNIVERSITY OF TEXAS AT AUSTIN

**HIRETEXAS: ACCESSUT**  
Recruit students and alumni of The University of Texas at Austin

- [Home](#)
- [Contact Us](#)

- [Logoff](#)

| [Post a New Job](#) | [List Current Jobs](#) | [Recruiting Services](#) | [Update Contact Information](#)

## **Your posting was successfully submitted**

**It will be posted pending review and approval by UT career services staff.**

**All AccessUT postings must adhere to**

### **UT Austin Career Services Job and Internship Postings Standards**

[Go to my list of jobs.](#)

- [UT Direct](#)
- |
- [UT Offices A-Z](#)
- |
- [UT Maps](#)
- |
- [UT Site Map](#)
- |

- [Calendars](#)
- |
- [Privacy](#)
- |
- [Accessibility](#)
- |
- © University of Texas at Austin

[Print Page](#)**KAKW12-02**[Start New Search >>](#)**Univision Communications Inc.**

- [Learn more about this company >>](#)
- [View all jobs at this company >>](#)

**Job Snapshot**

**Location :** 2233 W North Loop Blvd  
Austin, TX 78756 ([Map it!](#))

**Employee Type :** Full-Time

**Industry :** Broadcasting - Radio - TV

**Manages Others :** No

**Job Type :** Telecommunications

**Education :** 2 Year Degree

**Experience :** At least 3 year(s)

**Post Date :** 2/3/2012

**Contact Information**

**Contact :** Samuel Belilty

**Description**

**Job Title:** Executive Producer

**Location:** Austin, TX

**Job Number:** KAKW12-02  
**Department:** News – Austin, TX

**FLSA Status:** Exempt

**Reports to:** News Director

**FUNCTION:** Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections, Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and coordinate daily/nightly and special news coverage.
- Execute the production process from building the rundown to air, getting the newscast done on a daily basis.
- Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.
- Oversee reporters' and photographers' news gathering and production process.
- Oversee writers, producers, and web editor's gathering of information and updating stories.
- Generate story ideas for our newscasts, as well as bring breaking stories to air

- Conceive, write and prepare broadcast news in Spanish, including local, national, and international stories, newsbreaks, teasers, and headlines.
- May be required to report news stories from the field. Able to perform other newsroom supervisory duties as assigned by the News Director and/or General Manager.

**Experience and Education**

- Bachelors Degree in Communications, Journalism, or related field preferred
- Minimum 3 years of experience working in a newsroom for a general market or Spanish language television station required.
- Direct exposure to Assignments and Producing in a broadcast Newsroom preferred.
- Previous On-Air experience a plus.
- Knowledge of local public agencies and newsmakers preferred.
- Minimum 1 year of experience working with Avid INews

**Language Skills**

- Excellent Spanish language communication skills required, both written and oral.
- English proficiency required

**Physical Requirements:** • May be required to occasionally lift up to 15 lbs

- Good vision and hearing acuity, manual dexterity and skill in use of keyboard and news communication equipment
- Clear and audible speech
- Should be able to sit for long periods of time

**Contact Information:**

**Please submit resume to:**

[\[Click Here to Email Your Resumé\]](#)

Subject line: Executive Producer, Job # KAKW12-02

Or Mail to:

KWEX-TV  
Attn:  
Samuel Belilty  
Executive Producer, #KAKW12-02  
411 E. Cesar Chavez Blvd.  
San Antonio, TX 78204

NO PHONE CALLS PLEASE

*We do not confirm receipt of resumes*

**UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER**

**Requirements****Minimum Qualifications for Consideration**

- Must have:
  - Good Spanish writing skills
  - Strong organization and motivational skills
  - A strong sense of journalistic ethics
  - Basic knowledge of editing in linear and non-linear systems
  - Thorough knowledge of current affairs
  - Strong communication skills
- Must be:
  - Creative and assertive.

- Able to perform well under pressure, manage breaking news situations, meet strict deadlines, and respond quickly to changes.
- Highly motivated, aggressive, and results-oriented
- Able to work flexible hours, nights, holidays and weekends
- Able to format daily show rundowns, review reporter's scripts and write news stories in Spanish

**Experience and Education**

- Bachelors Degree in Communications, Journalism, or related field preferred
- Minimum 3 years of experience working in a newsroom for a general market or Spanish language television station required.
- Direct exposure to Assignments and Producing in a broadcast Newsroom preferred.
- Previous On-Air experience a plus.
- Knowledge of local public agencies and newsmakers preferred.
- Minimum 1 year of experience working with Avid INews

**Language Skills**

- Excellent Spanish language communication skills required, both written and oral.
- English proficiency required

**Physical Requirements:** • May be required to occasionally lift up to 15 lbs

- Good vision and hearing acuity, manual dexterity and skill in use of keyboard and news communication equipment
- Clear and audible speech
- Should be able to sit for long periods of time

**Contact Information:**

Please submit resume to:

[\[Click Here to Email Your Resumé\]](#)

Subject line: Executive Producer, Job # KAKW12-02

Or Mail to:

KWEX-TV

Attn:

Samuel Belilty

Executive Producer, #KAKW12-02

411 E. Cesar Chavez Blvd.

San Antonio, TX 78204

NO PHONE CALLS PLEASE

*We do not confirm receipt of resumes*

**UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER**



[Find KAKW12-02 Salary Information >>](#)



[Click Here to See Training Courses related to this Job >>](#)

**CareerBuilder.com Advice**

For your privacy and protection, when applying to a job online:

Never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. [Learn More >>](#)

**KAKW12-02**

Employer contact information is available to registered logged-on job seekers who match the job posting requirements (some exceptions do apply). To benefit from all services available to you

**General Information** Now !

<b>Job Posting ID:</b> 3115628	<b>Creation Date:</b> Feb 03, 2012
<b>Employer Posting No:</b> ---	<b>Closing Date:</b> Mar 04, 2012
<b>Job Site Address:</b> AUSTIN, Texas 78756	<b>Employer Type:</b> Private Sector
<b>Openings:</b> 1	<b>Job Type:</b> ---

Job Title: Executive Producer

Location: Austin, TX

Job Number: KAKW12-02

Department: News – Austin, TX

FLSA Status: Exempt

Reports to: News Director

**FUNCTION:** Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections, Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and coordinate daily/nightly and special news coverage.
- Execute the production process from building the rundown to air, getting the newscast done on a daily basis.
- Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.
- Oversee reporters' and photographers' news gathering and production process.
- Oversee writers, producers, and web editor's gathering of information and updating stories.
- Generate story ideas for our newscasts, as well as bring breaking stories to air
- Conceive, write and prepare broadcast news in Spanish, including local, national, and international stories, newsbreaks, teasers, and headlines.
- May be required to report news stories from the field. Able to perform other newsroom supervisory duties as assigned by the News Director and/or General Manager.

#### Minimum Qualifications for Consideration

- Must have:
  - o Good Spanish writing skills
  - o Strong organization and motivational skills
  - o A strong sense of journalistic ethics
  - o Basic knowledge of editing in linear and non-linear systems
  - o Thorough knowledge of current affairs
  - o Strong communication skills
- Must be:
  - o Creative and assertive.
  - o Able to perform well under pressure, manage breaking news situations, meet strict deadlines, and respond quickly to changes.
  - o Highly motivated, aggressive, and results-oriented
  - o Able to work flexible hours, nights, holidays and weekends
  - o Able to format daily show rundowns, review reporter's scripts and write news stories in Spanish

#### Experience and Education

- Bachelors Degree in Communications, Journalism, or related field preferred
- Minimum 3 years of experience working in a newsroom for a general market or Spanish language television station required.
- Direct exposure to Assignments and Producing in a broadcast Newsroom preferred.
- Previous On-Air experience a plus.

- Knowledge of local public agencies and newsmakers preferred.
- Minimum 1 year of experience working with Avid INews

**Language Skills**

- Excellent Spanish language communication skills required, both written and oral.
- English proficiency required

**Physical Requirements:**

- May be required to occasionally lift up to 15 lbs
- Good vision and hearing acuity, manual dexterity and skill in use of keyboard and news communication equipment
- Clear and audible speech
- Should be able to sit for long periods of time

**Contact Information:**

Please submit resume to:

sbelilty@univision.net

Subject line: Executive Producer, Job # KAKW12-02

Or Mail to:

KWEX-TV

Attn:

Samuel Belilty

Executive Producer, #KAKW12-02

411 E. Cesar Chavez Blvd.

San Antonio, TX 78204

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER

**Supervisory Experience**

**Required:** No

**Shift:** Rotating

**Duration:** Regular

**Workweek:** Full Time - 30 hours or more per week

**Veterans Only:** No

**Federal**

**Contractor:** No

**Job Requirements**

**Occupation:** Producers

**Minimum Experience and** 3 yrs 0 mos

**Education:**

Job Title: Executive Producer

Location: Austin, TX

Job Number: KAKW12-02

Department: News – Austin, TX

FLSA Status: Exempt

Reports to: News Director

**FUNCTION:** Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections, Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and coordinate daily/nightly and special news coverage.
- Execute the production process from building the rundown to air, getting the newscast done on a daily basis.
- Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.
- Oversee reporters' and photographers' news gathering and production process.
- Oversee writers, producers, and web editor's gathering of information and updating stories.
- Generate story ideas for our newscasts, as well as bring breaking stories to air
- Conceive, write and prepare broadcast news in Spanish, including local, national, and international stories, newsbreaks, teasers, and headlines.
- May be required to report news stories from the field. Able to perform other newsroom supervisory duties as assigned by the News Director and/or General Manager.

**Minimum Qualifications for Consideration**

- Must have:
  - o Good Spanish writing skills
  - o Strong organization and motivational skills
  - o A strong sense of journalistic ethics
  - o Basic knowledge of editing in linear and non-linear systems
  - o Thorough knowledge of current affairs
  - o Strong communication skills
- Must be:
  - o Creative and assertive.
  - o Able to perform well under pressure, manage breaking news situations, meet strict deadlines, and respond quickly to changes.
  - o Highly motivated, aggressive, and results-oriented
  - o Able to work flexible hours, nights, holidays and weekends
  - o Able to format daily show rundowns, review reporter's scripts and write news stories in Spanish

**Experience and Education**

- Bachelors Degree in Communications, Journalism, or related field preferred
- Minimum 3 years of experience working in a newsroom for a general market or Spanish language television station required.
- Direct exposure to Assignments and Producing in a broadcast Newsroom preferred.
- Previous On-Air experience a plus.

- Knowledge of local public agencies and newsmakers preferred.
- Minimum 1 year of experience working with Avid INews

**Language Skills**

- Excellent Spanish language communication skills required, both written and oral.
- English proficiency required

**Physical Requirements:**

- May be required to occasionally lift up to 15 lbs
- Good vision and hearing acuity, manual dexterity and skill in use of keyboard and news communication equipment
- Clear and audible speech
- Should be able to sit for long periods of time

**Contact Information:**

Please submit resume to:

sbelilty@univision.net

Subject line: Executive Producer, Job # KAKW12-02

Or Mail to:

KWEX-TV

Attn:

Samuel Belilty

Executive Producer, #KAKW12-02

411 E. Cesar Chavez Blvd.

San Antonio, TX 78204

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER

**Supervisory Experience**

**Required:** No

**Shift:** Rotating

**Duration:** Regular

**Workweek:** Full Time - 30 hours or more per week

**Veterans Only:** Yes

**Federal**

**Contractor:** No

**Job Requirements**

**Occupation:** Producers

**Minimum Experience and** 3 yrs 0 mos

**Education:**

**Additional Requirements**

**Driver's License**

**Type:** Class C - Standard Driver's License

©2011 Texas Workforce Commission. All rights reserved.



## Texas Association of Broadcasters

Representing free, over-the-air radio  
and television stations since 1953.

# Job Details: KAKW12-02

<b>First Name</b>	Blanca
<b>Last Name</b>	Gaytan
<b>e-mail</b>	<a href="mailto:sbelilty@univision.net">sbelilty@univision.net</a>
<b>City</b>	Austin
<b>State</b>	Texas
<b>Category</b>	Television
<b>Job Description</b>	<p>Job Title: Executive Producer</p> <p>Location: Austin, TX</p> <p>Job Number: KAKW12-02</p> <p>Department: News – Austin, TX</p> <p>FLSA Status: Exempt</p> <p>Reports to: News Director</p> <p>FUNCTION: Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections, Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> <li>• Plan and coordinate daily/nightly and special news coverage.</li> <li>• Execute the production process from building the rundown to air, getting the newscast done on a daily basis.</li> <li>• Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.</li> <li>• Oversee reporters' and photographers' news gathering and production process.</li> <li>• Oversee writers, producers, and web editor's gathering of information and updating stories.</li> <li>• Generate story ideas for our newscasts, as well as bring breaking stories to air</li> </ul>

## Blanca Gaytan

---

**From:** jobs@tvjobs.com  
**Sent:** Friday, February 03, 2012 4:59 PM  
**To:** Blanca Gaytan  
**Subject:** TVJobs.com - Executive Producer job posted

### JOB POSTING NOTIFICATION FROM TVJOBS

Blanca Gaytan,

Your "Executive Producer" position was just posted in the TVJobs.com Database and is now available online...

Station : KAKW  
Position: Executive Producer (KAKW12-02)  
Category: News - Executive Producers  
Job ID : TVJ#34179247  
Posted : 2/3/2012  
Expires : 3/3/2012  
Status : Registered Employer - Job Posted Ad Text :

#### Executive Producer

Job Title: Executive Producer

Location: Austin, TX

Job Number: KAKW12-02

Department: News - Austin, TX

FLSA Status: Exempt

Reports to: News Director

**FUNCTION:** Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections, Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and coordinate daily/nightly and special news coverage.
- Execute the production process from building the rundown to air, getting the newscast done on a daily basis.
- Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.
- Oversee reporters' and photographers' news gathering and production process.
- Oversee writers, producers, and web editor's gathering of information and updating stories.
- Generate story ideas for our newscasts, as well as bring breaking stories to air

- Conceive, write and prepare broadcast news in Spanish, including local, national, and international stories, newsbreaks, teasers, and headlines.
- May be required to report news stories from the field. Able to perform other newsroom supervisory duties as assigned by the News Director and/or General Manager.

#### Minimum Qualifications for Consideration

- Must have:
  - o Good Spanish writing skills
  - o Strong organization and motivational skills
  - o A strong sense of journalistic ethics
  - o Basic knowledge of editing in linear and non-linear systems
  - o Thorough knowledge of current affairs
  - o Strong communication skills
- Must be:
  - o Creative and assertive.
  - o Able to perform well under pressure, manage breaking news situations, meet strict deadlines, and respond quickly to changes.
  - o Highly motivated, aggressive, and results-oriented
  - o Able to work flexible hours, nights, holidays and weekends
  - o Able to format daily show rundowns, review reporter's scripts and write news stories in Spanish

#### Experience and Education

- Bachelors Degree in Communications, Journalism, or related field preferred
- Minimum 3 years of experience working in a newsroom for a general market or Spanish language television station required.
- Direct exposure to Assignments and Producing in a broadcast Newsroom preferred.
- Previous On-Air experience a plus.
- Knowledge of local public agencies and newsmakers preferred.
- Minimum 1 year of experience working with Avid INews

#### Language Skills

- Excellent Spanish-language communication skills required, both written and oral.
- English proficiency required

#### Physical Requirements:

- May be required to occasionally lift up to 15 lbs
- Good vision and hearing acuity, manual dexterity and skill in use of keyboard and news communication equipment
- Clear and audible speech
- Should be able to sit for long periods of time

#### Contact Information:

Please submit resume to:

sbelilty@univision.net

Subject line: Executive Producer, Job # KAKW12-02

Or Mail to:  
KWEX-TV  
Attn:  
Samuel Belilty  
Executive Producer, #KAKW12-02  
411 E. Cesar Chavez Blvd.  
San Antonio, TX 78204

NO PHONE CALLS PLEASE

We do not confirm receipt of resumes  
UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER

Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (<http://www.tvjobs.com>)
3. We will send notification of pending expiration prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 3/3/2012.
5. If for any reason you need the listing removed early, e-mail [admin@tvjobs.com](mailto:admin@tvjobs.com), supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=6519121415150033>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.  
If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway  
Broadcast Employment Services  
TVJobs.com  
[admin@tvjobs.com](mailto:admin@tvjobs.com)

>>This message has been automatically generated by TVJobs to help you  
>>manage your online jobs.<<

**Blanca Gaytan**

*American Women in Radio and Television*

**From:** Blanca Gaytan  
**Sent:** Friday, February 03, 2012 5:22 PM  
**To:** 'gschoggins@emmisaustin.com'; 'KGrannan@emmisaustin.com'  
**Subject:** Job opening for Univision Austin-Job #KAKW12-02  
**Attachments:** KAKW12-02 Exec Prod .docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you

## Blanca Gaytan

---

**From:** Blanca Gaytan  
**Sent:** Friday, February 03, 2012 5:18 PM  
**To:** 'ACC'; 'Concordia University'; 'GAHCC'; 'Huston Tillotson College'; 'ITT-Tech'; 'League of United Latin American Citizens'; 'Southwestern University'; 'St Edwards University'; 'Texas Higher Education Coordinating Board'; 'Texas Workforce Commission'; 'Virginia College'  
**Subject:** Job opening for Univison Austin - Job # KAKW12-02  
**Attachments:** KAKW12-02 Exec Prod .docx

Hello,

Enclosed is a copy of the most current job opening for Univison Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

## Blanca Gaytan

---

**From:** jobs@tvjobs.com  
**Sent:** Friday, February 03, 2012 4:59 PM  
**To:** Blanca Gaytan  
**Subject:** TVJobs.com - Executive Producer job posted

### JOB POSTING NOTIFICATION FROM TVJOBS

Blanca Gaytan,

Your "Executive Producer" position was just posted in the TVJobs.com Database and is now available online...

Station : KAKW  
Position: Executive Producer (KAKW12-02)  
Category: News - Executive Producers  
Job ID : TVJ#34179247  
Posted : 2/3/2012  
Expires : 3/3/2012  
Status : Registered Employer - Job Posted Ad Text :

Executive Producer

Job Title: Executive Producer

Location: Austin, TX

Job Number: KAKW12-02

Department: News - Austin, TX

FLSA Status: Exempt

Reports to: News Director

**FUNCTION:** Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections, Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and coordinate daily/nightly and special news coverage.
- Execute the production process from building the rundown to air, getting the newscast done on a daily basis.
- Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.
- Oversee reporters' and photographers' news gathering and production process.
- Oversee writers, producers, and web editor's gathering of information and updating stories.
- Generate story ideas for our newscasts, as well as bring breaking stories to air



Broadcast Employment Services



KAKW (Univision) Austin, Texas

**Position** Executive Producer  
**Reference #** TVJ#34179247  
**Type** Television  
**Full / Part** Full Time - Regular  
**Language** Bilingual English/Spanish A Must  
**Experience** 3 Years  
**Posted** 2/3/2012  
**Closes** 3/3/2012  
**Time Left** 16 Days  
**DMA** #47  
**Found In** News - Executive Producers



## Executive Producer

Job Title: Executive Producer

Location: Austin, TX

Job Number: KAKW12-02

Department: News – Austin, TX

FLSA Status: Exempt

Reports to: News Director

**FUNCTION:** Supervisory position. Assist the News Director in managing all aspect of the news operation, including the improvement of the Newscasts overall creative look, story assignments, logistics coordination, build rundowns, write stories, and oversee writing and reports processed by the on-air talent. Oversee all development, editorial, and production aspects of special projects such as Elections,



## Supplemental Information

Salary Type

Salary Range

Starting Salary / Year

Starting Salary / Hour

Job Type

Full Time - Regular

Hours

Workweek

Scheduled on Holidays

Start Date

Probation Period

Benefits

Benefit Premium

401K Plan

Vacation

Paid Sick Leave

Phone Calls

Agent Phone Calls

Résumé

Cover Letter

References

Salary History

Tape / Reel

Tape Format

Tape Return

Director's Track

FAX Résumé

No

TVJobs.com E-Résumé

Yes

Degree Required

Contract Required

Sweeps, and the News aspects of the station's local web page. Produce one of our daily newscasts.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and coordinate daily/nightly and special news coverage.
  - Execute the production process from building the rundown to air, getting the newscast done on a daily basis.
  - Oversee production of final reports and making decisions related to the content of the news program as a whole, including reviewing and changing the work of others.
  - Oversee reporters' and photographers' news gathering and production process.
  - Oversee writers, producers, and web editor's gathering of information and updating stories.
  - Generate story ideas for our newscasts, as well as bring breaking stories to air
  - Conceive, write and prepare broadcast news in Spanish, including local, national, and international stories, newscasts, teasers, and headlines.
  - May be required to report news stories from the field.
- Able to perform other newsroom supervisory duties as assigned by the News Director and/or General Manager.

#### Minimum Qualifications for Consideration

- Must have:
  - o Good Spanish writing skills
  - o Strong organization and motivational skills
  - o A strong sense of journalistic ethics
  - o Basic knowledge of editing in linear and non-linear systems
  - o Thorough knowledge of current affairs
  - o Strong communication skills
- Must be:
  - o Creative and assertive.
  - o Able to perform well under pressure, manage breaking news situations, meet strict deadlines, and respond quickly to changes.
  - o Highly motivated, aggressive, and results-oriented
  - o Able to work flexible hours, nights, holidays and weekends
  - o Able to format daily show rundowns, review reporter's scripts and write news stories in Spanish

#### Experience and Education

- Bachelors Degree in Communications, Journalism, or related field preferred
- Minimum 3 years of experience working in a newsroom for a general market or Spanish language television station required.
- Direct exposure to Assignments and Producing in a broadcast Newsroom preferred.
- Previous On-Air experience a plus.
- Knowledge of local public agencies and newsmakers preferred.
- Minimum 1 year of experience working with Avid INews

Contract Length  
Special Requirements  
Driver's License  
Insurance  
Good Driving Record  
Heavy Lifting

Previous Applicants  
Local Apartment Rental  
Moving Expenses

Union Position  
Union Contract Expires

Confirmation Letter  
Rejection Letter  
Feedback

Drug Screen  
Proof of Eligibility to work  
in U.S. Required  
Equal Opportunity  
Employment Yes  
EOE Data Form Yes

**Language Skills**

- Excellent Spanish language communication skills required, both written and oral.
- English proficiency required

**Physical Requirements:**

- May be required to occasionally lift up to 15 lbs
- Good vision and hearing acuity, manual dexterity and skill in use of keyboard and news communication equipment
- Clear and audible speech
- Should be able to sit for long periods of time

**Contact Information:**

Please submit resume to:

sbelilty@univision.net

Subject line: Executive Producer, Job # KAKW12-02

Or Mail to:

KWEX-TV

Attn:

Samuel Belilty

Executive Producer, #KAKW12-02

411 E. Cesar Chavez Blvd.

San Antonio, TX 78204

**NO PHONE CALLS PLEASE**

We do not confirm receipt of resumes

**UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER**

---

When responding to this job ad, please  
mention you saw it listed at TVJobs.com

© Broadcast Employment Services 1994-2012

---

 **Send Resume**

Annual E-Résumé subscription  
or DigitalTalent résumé required.

---

[ [View other KAKW job listings](#) ]