

<https://employers.indeed.com/j#jobs/view?id=819d36ce2ec0>

Job Description

Director of Digital Media Nine Network of Public Media

Position Overview

The Director of Digital Media works collaboratively across the organization to set the strategy and implementation for Nine Network's non-broadcast content, focusing on the strategy, execution, and analysis of content across all digital platforms. The goal of this position is to expand Nine's capacity, public exposure, and overall identity in the digital space.

Responsibilities and Duties

- Collaborate across organization to ensure that digital strategies are properly integrated to meet Nine's organizational objectives
- Work with senior leadership to strategize and manage best practices for creating, distributing, and analyzing digital content
- Engage in continuous research and education to ensure Nine is innovative and educated on communicating our content and the value and relevance of our work
- Uncover digital insights and provide thought leadership in a collaborative environment
- Apply audience targets, analytics data, digital trends, and user behaviors
- Create and maintain a social media calendar
- Identify ways to integrate digital media into all marketing/brand/identity campaigns
- Communicate the value of, and gain attention for, the Nine Network, using all forms of digital media
- Build and strengthen relationships with digital media influencers.
- Communicate compelling information about the Nine Network
- Support the creation of original content, and utilize existing content for digital distribution
- Assist in customer service and brand monitoring on digital channels
- Regularly report progress and status of projects.
- Stay in tune with current trends of PBS, member stations, related public media affiliates and nonprofit organizations.
- Other duties as assigned

Qualifications and Skills

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- Bachelor's degree in communications, public relations, marketing, journalism or related field
 - Knowledge of and proven expertise and experience with current and emerging digital and social media platforms
 - Excellent oral communication and writing skills
 - Proven experience with social media analytics--applying and interpreting meaning
 - Ability to review and analyze qualitative and quantitative research
 - Ability to work effectively in a fast-paced environment, on multiple projects simultaneously, and meet tight deadlines
 - Ability to incorporate video and graphics into media communications
 - Basic design and editing experience is a plus
 - Related work experience preferred
- The Nine Network offers a competitive salary and benefits package. To apply, email resume. The Nine Network is an equal opportunity employer.

<https://employers.indeed.com/#jobs/view?id=445109d41a3a>

Job Description

Research Associate

The Research Associate will work closely with the Nine Network's Development Team to evaluate and profile corporate and foundation prospects in support of Nine's development initiatives. This position plays a crucial role in the fundraising process by providing timely, actionable, value-added intelligence to frontline fundraisers and management regarding internal data and viewership analysis, as well as prospects' capacity and interests.

Primary responsibilities will include:

- Research, evaluate and synthesize PBS data, Nielsen, PrimeLingo/ Scarborough databases, Rhiza databases, Google Analytics, Allegiance donor database, iWave, Foundation Directory and syndicated research to develop persuasive proposals that address funder challenges, goals, and benefits;
- Interpret and evaluate data/research results, communicate analysis in the appropriate format to colleagues, and implement follow-up research all to assist frontline fundraisers with prospect category selection, cultivation and solicitation plans;
- Develop professional, credible, logical and compelling sponsorship proposals and packages for funders and prospects, using research tools and data sources to highlight viewer data and trends. Proposals and packages will effectively communicate Nine Network's community impact and marketing value to current and prospective funders;
- Create sponsorship value calculator to highlight and understand the value of supporting Nine's content and community initiatives;
- Craft printed and digital deliverables by integrating content and graphics in proposal templates; apply organizational standards including readability, consistency, and tone;
- Complete broadcast and online schedule post-analysis – determine ratings and recap the number of actual impression delivered vs. what was proposed for all platforms;
- Work collaboratively with development team on funder reporting (Grant, Impact and Interim reports).

Additional specific responsibilities include:

- Conduct prospect research on institutions and individuals as directed by management to aid the business development process;
- Generate regular and ad hoc reports by appropriately translating data analysis into relevant messaging that contribute to fundraising and organizational success;
- Monitor, analyze, and disseminate news regarding individual prospects, the economy, philanthropic trends, and the culture at large that could impact Nine Network as a whole;
- Add, monitor and update research tools and PBS resources on release of newer surveys and data;
- Maintain a logical and efficient filing system for all projects (proposals, packages, reports and resources) that can be easily searched and accessed by development team members and management.

Qualified candidates will have a BA/BS degree and preferably two years of relevant experience, preferably in either a non-profit or market research environment. The successful candidate will possess strong research skills using a variety of subscription and freely available online resources

and have experience with data analysis. Excellent verbal, written and interpersonal communication skills, the ability to work and interact successfully in a team environment with all levels of staff, volunteers, and the public.

Required Skills

- BA/BS degree and at least two years of relevant experience;
- Strong research skills;
- Experience with data analysis;
- Advanced proficiency in Microsoft Office, specifically Microsoft Word, PowerPoint and Excel;
- Proficiency with subscription and freely available online resources;
- Excellent verbal, written and interpersonal communication skills.

Optional Skills

- Candidates with experience in non-profit or market research are preferred;
- Proficiency in working with Nielsen, PrimeLingo/Scarborough/Rhiza databases, Google Analytics, Allegiance donor database, iWave, Foundation Directory;
- Proficiency in Adobe Suite, specifically in InDesign, Illustrator and Photoshop.

HOW TO APPLY

Submit cover letter and resume via email.

The Research Associate will be an employee of the Nine Network of Public Media, an equal opportunity employer. Applications for the position must be submitted by August 1, 2018.

Job Type: Full-time

<https://employers.indeed.com/j#jobs/view?id=dc9522aaffdd>

Job Description

Graphic Designer

Nine Network of Public Media

Position Summary

St. Louis' public television station is currently seeking a dynamic and passionate Graphic Designer for a full time position to work on a variety of projects, from printed material (such as marketing collateral, bi-monthly magazine, event graphics, presentation materials, signage, packaging and much more) to online and on-air graphics. The successful candidate will remain motivated on projects ranging from highly creative concepts to production work.

Qualifications

The Graphic Designer will possess a strong sense of design and creativity while adhering to strict brand guidelines. He or she must be detail-oriented with great organizational skills and have the ability to multi-task, manage multiple projects from concept to print, and come up with creative solutions in a limited timeframe. Applicant must excel in a fast-paced environment and maintain good working relationships with colleagues and outside vendors.

Experience

College degree in graphic design or equivalent in training and experience is required. Two years design experience in a professional environment is preferred. Candidate must be proficient in Adobe Creative Suite and Microsoft Office applications. Knowledge and experience in photography, web design and video editing are considered a plus. A quality portfolio is required for consideration.

For more details about this position, please see the Job Description section of this job posting.

The Nine Network offers a competitive salary and benefits package. To apply, e-mail resume and design samples to the email provided or mail to Nine Network of Public Media—Human Resources, 3655 Olive Street, St. Louis, MO 63108-3601. Job is open until filled. The Nine Network is an Equal Opportunity Employer.

Job Type: Full-time

<https://employers.indeed.com/j#jobs/view?id=44510b541a3a>

Job Description

Production Facilities Manager

The Nine Network is seeking a qualified Production Facilities Manager. Responsibilities include the management of all Facilities activities and operations for Nine Network and V9 Digital. This position reports to the Engineering Department and works closely with the Nine Network's Special Events Department.

Advanced proficiency with Broadcast level equipment as well as Professional Audio Video equipment required for events. The ability to work some evenings and weekends is required.

A Bachelor's Degree in a Facilities or Broadcast related field or equivalent professional experience is required. Strong organizational and communication (written and oral) skills a must. Live multi-camera directing experience is preferred.

For a more detailed position description visit our website at <http://www.ninenet.org/about/employment>

***Please email cover letter, resume and salary requirement.**

Subject: Productions Facilities Manager

Job Type: Full-time

<https://employers.indeed.com/j#jobs/view?id=a51864dc13ad>

Job Description

Account Manager

This is an especially interesting and creative time for PBS-TV stations across the country. Advances in technology, less stable funding sources, and the changing ways in which people consume content are all prompting stations to explore new operational models.

Thus, the Nine Network recently added a more entrepreneurial element to our funding efforts. Among our unique assets are vast technical resources, deep expertise, and untapped capacity related to digital processing. Our new "V9 Digital preservation services" will let us offer those same strengths to outside clients. They gain access to high-quality, highly affordable audio and video preservation/digitization services, and we are able to leverage an underutilized resource — a win/win.

We are now seeking our first preservation service Account Manager. As with any start-up, initial responsibilities include working with the Marketing Department to get the word out, establishing enough new client relationships to stabilize the program, and earning a reputation for excellent customer care. Longer-term goals include building our brand until we are considered a go-to provider of these services and using this service to generate a significant income stream for the station.

On the "technical" side, the Account Manager will work closely with the Senior Technician to help prospective clients assess their preservation needs and design customized solutions. That requires that this person can think creatively about how our services can be adapted to address a broad range of client needs. This person must also have a solid understanding of the technical aspects of alternative approaches to audio and video preservation.

On the "sales" side, the Account Manager must be able to "close the sale." We expect a service-oriented sales style, not a hard-sell approach, but success will still require mastery of particular sales skills. Following the sale, this person must develop and maintain strong, ongoing relationships with each client. That will require initiative, self-discipline, open communication, and frequent travel.

On the "administrative" side, the Account Manager will be required to help write grant requests and responses to RFPs, provide quotes for prospective clients, navigate the government contracting process, keep up with client communication, maintain careful records, track performance data, and write reports.

Requirements: (1) A bachelor's degree (preferably in media, media relations, or business)

(2) Demonstrated success in roles that required initiative, self-management, and people skills

(3) Demonstrated success in roles that required sales techniques or other persuasion skills

For the right person, this is a rare opportunity to combine a strong commitment to public media with an entrepreneurial mindset. To apply, please send...

- A resume that includes education and work history

- A well-written cover letter that describes how you meet the above criteria. Please include salary requirement.
- The names of three professional references who can speak to the above qualifications. (Include a previous supervisor if possible.) Include contact information and how you know each one. (We will not contact your references unless you become a finalist, and we would contact you first.)
- **Additional Qualifications**
 - Strong understanding of audio and video preservation/digitization services
 - Ability to assist clients in various media management needs
 - Understanding of the concept of legacy content
 - Understanding of the value proposition to clients of asset management, archival storage, and metadata creation
 - Ability to maintain strong client relationships and maintain strong, open communication
 - Knowledge of digital codecs and wrappers
 - Knowledge of the various types of tapes, film, and reel to reel within a client library
 - Competency performing RFP's
 - Understanding of the government contract process
 - Understanding of a post-production process
 - Understanding of the film production process
 - Self-starter
 - Ability to travel to meet clients
 - Bachelor's degree required
 - Preferred degree in media relations, media, or business
 - Work experience in media production and sales preferred
- **Send your materials to the email address provided. The Nine Network is an equal opportunity employer.**

Job Type: Full-time

<https://employers.indeed.com/j#jobs/view?id=6ca8a00ef202>

Job Description

Producer

The Nine Network of Public Media is looking for a dynamic content producer to advance interesting and important storytelling in the region. The Producer works collaboratively with team members to ensure that content is produced on time, on budget, and in alignment with the trusted brand of public media. The ideal candidate for this role has demonstrated success in broadcast and digital content creation, including but not limited to, video, audio, graphics and field production. The ideal candidate is a doer, able to take direction and offer workable ideas to create the best possible content aligned with project goals.

A full position description is available at: <http://www.ninenet.org/employment>

About the Nine Network

The Nine Network of Public Media (KETC/Channel 9) has served the St. Louis region for more than a half-century with the highest-quality, non-commercial television programs available. More than merely delivering the best in programming, we continue to expand our production capabilities, our online resources and our work in the community. In the past few years, the Nine Network has developed into an innovative public media hub committed to strengthening our region through broad, comprehensive initiatives that combine elements on air, online and in the community reflecting our mission of "Igniting the Spirit of Possibility."

The Nine Network offers a competitive salary and benefits package. To apply, email resume and cover letter to the email address provided. Applications must be received by November 15th, 2018. The Nine Network is an equal opportunity employer.

Job Type: Full-time

<https://employers.indeed.com/j#jobs/view?id=60f9c54705c6>

Job Description

Corporate Account Manager

POSITION SUMMARY:

The Corporate Account Manager reports to the Vice President – Chief Development Officer and is responsible for cultivation, stewardship, project coordination and account management activities necessary to raise funds from corporate sponsors and develop partnerships with area foundations that believe in the mission and community impact of the Nine Network and its channels of engagement in the St. Louis region and beyond. Working as a member of the development team, this employee will:

- Effectively develop and close new business and achieve assigned goals
- Maintain a prospect pipeline soliciting business directly or through agency representation.
- Prospect and solicit for underwriting and support of local and national initiatives, sponsorships of local events, digital/online platforms and V9 Digital Production.
- Manage and cultivate a list of current Underwriters to renew and grow.
- Maintain accurate client and prospect files and records that are accessible on Salesforce platform
- Have complete understanding and observe FCC rules and regulations as it relates to underwriting messaging in a noncommercial setting.
- Review evaluate and research current and future program and community engagement opportunities to match underwriter prospect to unique opportunity.
- Prepare informational materials, one-sheets, proposals, presentations to create and maintain client relationships, and execute specific deliverables of sponsorship agreements, in collaboration with development team members.
- Represent the organization at community and other events during non-business hours

MINIMUM POSITION REQUIREMENTS:

- Bachelor's degree in Business, English, Journalism, Media Communications, or equivalent
- Three to five years of relevant experience
- Must be detail oriented, team player
- Must have the ability to multi-task and prioritize a variety of projects
- Excellent oral, interpersonal, and written communication skills
- Ability to effectively prioritize and plan to meet deadlines
- Professional demeanor with the ability to relate well with a variety of individuals
- Ability to use software associated with the job, such as Microsoft Office, Nielsen/Scarborough
- Perform online research
- Local travel required – must have reliable vehicle
- Experience in public media preferred

HOW TO APPLY

Submit cover letter and resume via email. In your email, please include salary requirements and let us know how you heard about the position.

The Corporate Account Manager will be an employee of the Nine Network of Public Media, an equal opportunity employer. Applications for the position must be submitted by 02/8/19.

Job Type: Full-time

<https://employers.indeed.com/j#jobs/view?id=e1be7419d933>

Job Description

Director of Evaluation

The Nine Network of Public Media is searching for a Director of Evaluation. This position is responsible for implementing an effective system to monitor the progress, impacts, and successes of a full range of Nine Network initiatives and activities.

The ideal candidate for this role has demonstrated experience in the design and execution of evaluation strategies, social research, program management and/or outcomes measurement. This individual also possesses a disciplined, strategic and data driven approach to decision making with a sharp focus on metrics, outcomes, and results. The Director of Monitoring and Evaluation is a self-starter and dedicated team player, who plays a critical role in measuring and communicating the impact of public media.

A full position description is available at www.ninenet.org/employment

About the Nine Network

The Nine Network of Public Media (KETC/Channel 9) has served the St. Louis region for more than a half-century with the highest-quality, non-commercial television programs available. More than merely delivering the best in programming, we continue to expand our production capabilities, our online resources and our work in the community. In the past few years, the Nine Network has developed into an innovative public media hub committed to strengthening our region through broad, comprehensive initiatives that combine elements on air, online and in the community reflecting our mission of "Igniting the Spirit of Possibility."

The Director of Monitoring and Evaluation will be an employee of the Nine Network of Public Media, an equal opportunity and affirmative action employer. Applications for the position will be accepted via e-mail at the address referenced.

Job Type: Full-time

<https://employers.indeed.com/j#jobs/view?id=942d3a1227a6>

Job Description

IT Manager – Nine Network of Public Media

The Nine Network of Public Media is searching for a highly qualified IT Manager. This position is part of the Engineering and Operations unit and works closely with upper-management and all departments to identify, recommend, develop, implement, and support cost-effective technology solutions to enable business objectives. Prefer candidates with BS or BA in Computer Science, Information Science, Information Technology or an equivalent combination of training and real-world work experience. Position provides for flexible work hours and potential for excellent salary (commensurate with experience and qualifications). A detailed job description is available at http://www.ketc.org/inside/inside_jobs.asp

Apply by sending an email to the address provided and attach a resume, cover letter, and references. Please specify Job code ITMGR in the email subject line. Applications must be received by 02/15/2018. Equal Opportunity Employer.

SUMMARY: The IT Manager will define and implement IT policies, procedures, and best practices that provide cost effective and secure IT systems and operations. The IT Manager participates in the negotiation and administration of vendor, outsourcer, and consultant contracts and service agreements. The IT Manager is responsible for the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems.

ESSENTIAL FUNCTIONS: Includes the following; other related functions may be assigned.

- Ensure the scalability, reliability, security and performance of the Nine Network of Public Media systems and networks.
- Ensure that computer assets are protected from illegal access, use, modification, release, destruction, and/or theft.
- Define, implement and manage all IT policies and help enforce all company IT policies and procedures, as they relate to employees at Nine Network of Public Media.
- Management of all IT related corporate vendor relationships.
- Management of the Office 365.
- Management of all corporate IS systems.
- Provisioning and management of computer assets (Office, Firewall, Anti-virus, membership database software, finance software)
- Provisioning and management of phone system.
- Provisioning and management of network and VPN.
- Hardware and software asset management, reporting and compliance.
- Maintain records of all software licensing and documentation to assure that Nine Network of Public Media is in compliance with software user requirements.
- Appraise station management of hardware and software applications that may improve productivity and efficiency within Nine Network of Public Media.
- Creation of the IT budget and tracking of expenditures.
- Strong troubleshooting and communication skills.
- Willingness to learn new technologies outside the specific realm of IT.

Supervisory Responsibilities: YES.

Key Working Relationships: Reports to the VP of Engineering and Operations and works within the Engineering and Operations Department. Position requires significant interaction with various levels of Management and employees.

EDUCATION / EXPERIENCE & OTHER MINIMUM QUALIFICATIONS REQUIRED: The minimum qualifications listed below are representative of the knowledge, skill, and ability necessary for an individual to perform each essential duty satisfactorily. Reasonable amounts of training are provided.

- BS or BA in Computer Science, Information Science or Information Technology or an equivalent combination of training and real-world work experience. Microsoft, Cisco, HP, or other certifications preferred
- 5+ years' experience with Microsoft office and exchange, Apple computers in an office environment, cloud-based file management software (SharePoint, Dropbox), and VoIP technologies.
- History of operating in a hands-on, fast-paced, high-growth technical environment.
- Extensive experience with hardware and software troubleshooting.
- Extensive experience with configuring corporate networks (WAN, LAN, WLAN).
- Extensive experience with maintaining network and database security.
- In-depth experience with IP network connectivity & troubleshooting
- In-depth experience with virtual environments & systems backup/restore
- In-depth experience with all current MS Windows server/desktop operating systems
- Windows Active Directory management/support
- Experience with Cloud technologies including Office 365, Azure, and Amazon.
- Experience with the PCI data security standard
- Experience with mobile device support & connectivity
- Experience with Enterprise & web-based applications
- Experience with remote connectivity
- Self-starter – assures that all tasks within department are completed and takes initiative to improve procedures and document procedures in writing.
- Ability to lift and carry items weighing 10-30 pounds, occasionally 50 pounds
- Must be flexible to be on call nights, weekends and holidays

Apply by sending an email to address provided and attach a resume, cover letter, and references. Please specify Job code ITMGR in the email subject line. Applications must be received by 02/15/2018. Equal Opportunity Employer.

Job Type: Full-time