**HUBBARD RADIO ST LOUIS**

**101 ESPN**

**TITLE OF POSITION:**  Senior Web Editor

**DEPARTMENT:**  Programming

**STATION & LOCATION**: St. Louis, Missouri

**HOURS:** Hours vary as needed

**FLSA STATUS:** Full-Time (non-exempt/salaried)

**POSTED DATE:** April 5, 2012

**CLOSE DATE:** June 5, 2012 or when filled

**Position Objective:**

Hubbard Radio St. Louis is seeking a Senior Editor to help evolve our on-line content in order to ensure that the [www.101sports.com](http://www.101sports.com) website delivers compelling, unique and thought-provoking content that aligns behind our brand, values and vision.

**Responsibilities include:**

* Contributing a minimum of five (5) on-line columns per week
* Performing in online video pieces for 101sports.com
* Performing on occasion on 101 ESPN as an analyst, and serving as a fill-in host
* Managing day-to-day execution of 101 ESPN and 101sports.com branded social media (Facebook, Twitter, etc…)
* Involved in the day-to-day operations of the on-line product and will contribute to the on-air product of 101 ESPN

**Position Requirements:**

* Impeccable writing, editing and communication skills
* Proven project management skills, managing multiple projects simultaneously
* Creative, driven, team-oriented, proactive and innovative
* Deep knowledge of St. Louis sports
* Ability to see sports for what they are – an enjoyable diversion
* 1-2 years on-camera and/or writing experience is preferred
* Responsible for the development of website’s video and written content
* Attention to detail is important since thousands will be seeing your work daily
* Strong collaborative and communication skills
* Ability to meet tight deadlines
* Strong in creative thinking and problem-solving
* Exceptional writing skills
* Excellent time management skills
* Desire to learn new tasks and be challenged
* Self-motivated
* Ability to take direction from 101 ESPN Program Director
* Work in compliance with company policies and procedures
* Work effectively in a fast-paced team environment
* Project an appropriate professional appearance and demeanor

**PHYSICAL DEMANDS:**

* Receive, process, and maintain information through oral and/or written communication effectively.
* Substantial physical movements (motions) of the wrists, hands, and/or fingers.
* Ability to extend hand(s) and arm(s) in any direction with good eye and hand coordination.
* Valid driver’s license and proven ability to safely drive personal vehicle without exposing company to serious liability risks.

Qualified candidates are invited to download an employment application available on our website. To be considered, **an application must be submitted** by fax, email or mail for current posted position(s) **as well as writing samples**. (Both academic and professional samples are acceptable). Employee understands that prior to commencing employment with the Company, he/she will be asked to sign an agreement to arbitrate any disputes that may arise between employee and Hubbard Radio St. Louis, the Company.

Hubbard Radio St. Louis, LLC.

ATTN: Amanda Koeppe

Human Resources Director

11647 Olive Blvd.

St. Louis, MO 63141

Fax: 314-983-6308

**WEBSITE:**

[www.101sports.com](http://www.101sports.com)

Hubbard Radio St. Louis is an equal opportunity employer