

Internal Job Title (Job Code Description):	News Producer	External Job Title:	Weekend News Producer
Job Code:		Department:	News
Reports To:	Executive Producer	Location:	
Company:		Position Type:	Part-Time
FLSA Status:	Non-Exempt	Grade Level/Salary Range:	
EEO Code:	Professional	Supervises Others?	No
Purpose:			
The Weekend News Producer is responsible for producing live newscasts including: gathering and creating content, writing news scripts for TV & Digital platforms, editing copy and video, ordering graphics to fit stories, coordinating live shots with directors, communicating with anchors and production staff during live broadcasts, and directing reporters & photographers on deadline to meet the needs and vision of the Executive Producer and Senior News Management.			
Job Requirements			
Experience:			
<ul style="list-style-type: none"> • 1 year of local television news experience or equivalent 			
Essential Knowledge, Skills, and Abilities:			
<ul style="list-style-type: none"> • Strong initiative and persistent attention to detail is required • Be able to write clearly and accurately; great grammar • Produces newscasts including: stacking, writing scripts, editing copy, ordering graphics to fit stories, making maps, coordinating live shots with directors, production staff, reporters & photographers • Must be able to work well under deadline pressure • Ability to maintain professional and ethical conduct at the station and in the community • Ability to work with limited supervision is a must • Must possess excellent interview and conversational writing skills • Ability to maintain a positive work atmosphere by behaving in a collaborative manner with co-workers, supervisors and viewers • Ability to keep up with national and local news/weather is required • Ability to enterprise local hard-news stories is required • Computer knowledge including newsroom software (ENPS), Microsoft applications and Internet use • Edit video and audio on industry standard equipment (Grass Valley experience is a plus) 			
Education:			
<ul style="list-style-type: none"> • College degree in journalism or related field required or equivalent professional experience 			
Licensing/Certifications:			
<ul style="list-style-type: none"> • Must hold a valid driver's license and be insurable 			
Essential Functions:			
<ul style="list-style-type: none"> • Writes, prioritizes, organizes, and produces newscasts following the station brand and goals • Responsible for writing quickly, clearly, concisely and very conversationally 			

- Must maintain working knowledge of current events, community issues, and extensive list of local contacts
- Must participate in daily editorial meetings with enterprise story ideas each day
- Accurate video editing with an eye for visual elements and graphics that makes stories understandable to the viewer
- Responsible for developing original story ideas for daily newscasts
- Special emphasis on working with reporters on story treatment and be able to accurately gather information for news stories under pressure
- Acts as a leader in facilitating teamwork of staff members working on your specific newscast
- Able to accurately and calmly handle decision-making process, especially as a leader in the control room
- Must possess excellent communication and organizational abilities, including working with the News Director and Executive Producer to ensure story accuracy and to determine the best presentation of reports
- Responsible for creating a unique approach to all digital elements for the news department including the web site, news apps and social media such as Facebook, Twitter, etc.
- Copy edit stories on the web site and across digital platforms while creating and reviewing newscast scripts
- Must be willing to work flexible hours, including evening, weekends, overnights and holidays as needed
- Work well with co-workers, especially the Executive Producers and News Director
- Must create “Anchor moments” in newscasts and do break-outs of stories with reporters
- Must post additional content (stories, links, video, polls, etc.) to the web and/or social media daily
- May be required to shoot and edit video, as assigned

Working Conditions:

- Requires sitting for long periods of time.
- Ability to lift and carry 25 lbs. for short distances.
- While performing the duties of this position, the employee is required to walk, stand, use hands to finger, handle or feel; reach with hands and arms climb or balance; stoop, kneel, crouch or crawl and talk and hear. Regularly required to sit or stand, reach, bend and move about the facility.
- Work is performed in a mostly controlled atmosphere. Some exposure to atmospheric conditions may be encountered.

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