

Position Description
Antigua & Barbuda Broadcasting Services
Ministry of Information, Broadcasting,
Telecommunications & Information Technology

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| Job title | Deputy Director of News & Current Affairs |
| Reports to | Director of News and Current Affairs |

Job purpose

The Deputy Director of News and Current Affairs will oversee the day-to-day content of ABS news. This position will assist the Director of News and Current Affairs in executing the mission of being first and best on-air, online and on mobile devices. The number one priority will be working closely with all newsroom personnel to make our content stand out.

The Deputy News Director has responsibility for a team/shift.

Duties and responsibilities

- Oversee day-to-day content of newscasts.
- Help oversee content on other platforms
- Primary supervision over News Reporters.
- Plan and execute sweeps and major news event coverage.
- Oversee and supervise weekend newscasts.
- Participate in the scheduling of newsroom employees.
- Editing of news reports prepared by the Team.
- Other administrative and supervisory duties as assigned by Director of News Current Affairs.

Reporting, Anchoring

- The Deputy Director of News and Current Affairs is part of the news team and contributes content on a regular basis. The Deputy may need to anchor newscasts, host talk programs, appear as a program guest, and produce various spots, features or special programs.

Administration of Personnel and Technology

- The Deputy, in consultation with the Director, set goals and monitors the scheduling and performance of news personnel. The Deputy DNCA helps maintain equipment and information systems vital to news planning, newsgathering, news production and news presentation.

Community Relations and Support

- seek opportunities to promote public contact to help ascertain public needs and bolster station success. The DNCA participates in station events and community activities as appropriate.

Other

- adhere to deadlines.

Qualifications

- A Bachelor's degree in journalism, communication or a related field is preferred.
- Minimum 10 years' experience as a news manager with technical and editorial responsibilities
- Previous news supervisory/management experience in a news room, assistant news director, producer, managing editor or technical manager preferred.
- Experience involving the distribution of news content across multiple platforms.
- Candidate must possess excellent leadership skills while managing a team of staff under extreme pressure.
- Strong organizational and communication skills, both oral and written required.
- Strong social media experience

Direction Received

The Deputy is a Middle Management Level position and therefore is expected to function with some supervision and direction. The Director of News and Current Affairs or designate should be consulted in case of doubt.

Working conditions

The Deputy is expected to maintain flexibility as it relates to hours of work. Special working conditions may include evening and weekend work, working outdoors, working in challenging circumstances.

Physical requirements

The position is primarily non-physical with intermittent periods of sitting and standing. The Deputy works mainly in an office environment however there will be periods of "field" work which may take place in the outdoors.

Direct reports

- News Reporters
 - News Anchors
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