

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

<b>Job title</b>	News Reporter
<b>Reports to</b>	Director of News, Sports, & Current Affairs

#### **Job purpose**

The News Reporter works under the supervision of the Director of News, Sports, & Current Affairs. The Reporter specializes in using editorial judgment to source, edit and present news stories. This will include, but is not limited to covering assigned beats and producing strong journalistic content for television, radio and digital and social media platforms. This includes daily news reports, features and special projects as assigned. The Reporter may be asked to anchor newscasts, host programs, and assist with editing scripts written by colleagues. There is a strong emphasis on *original journalism* which encapsulates news and current content which results from creative thought and presented with the highest standards of production values.

#### **Duties and responsibilities**

- sources, edits and presents news stories
- selects and researches topics, contacts and interviews sources;
- develops, maintains contact with wide variety of sources
- remains abreast of major national, regional and International developments which shape news and be able to extrapolate those to local audiences
- maintains notes, recordings and files;
- monitors social media for news-gathering,
- produces reports for on-air and/or digital platforms, which will include regular on-camera pieces
- produces news as assigned by News Director.
- reports stories in appropriate formats for distribution platforms (radio/television/social media)
- anchors newscasts or host programs as assigned
- adheres to deadlines by working quickly, accurately and efficiently under pressure
  - demonstrates initiative, flexibility, creativity and curiosity
- adheres to ABS' editorial policy and code of operating guidelines

#### **Qualifications**

- Bachelor's degree in Journalism (preferred)
- 6 CXC Subjects including English A, English B and Mathematics
- Minimum of one year full time journalism experience
- Familiar with radio and television standards and operating guidelines
- Possess a broad knowledge of local and regional issues
- Excellent writing, reporting, technical and on-air presentation skills
- Possess effective communication and interpersonal skills
- Knowledge of media production, communication, and dissemination techniques and methods
- Excellent attention to detail
- Ability to meet daily deadlines under stressful conditions and deal effectively with multiple tasks simultaneously

### **Direction Received**

The position of News Reporter functions under the supervision of the Director of News, Sports & Current Affairs.

### **Working conditions**

The News Reporter is assigned to a shift and is therefore expected to maintain flexibility as it relates to hours of work. Special working conditions will include evening, weekend and public holiday work, working outdoors, and working in challenging circumstances.

### **Physical requirements**

The position is primarily non-physical with intermittent periods of sitting and standing. The News Reporter works in the office, studio and in the field.

### **Direct reports**