

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

Job title	Senior News Reporter/Producer
Reports to	Director of News, Sports and Current Affairs

Job purpose

The Senior Sports Reporter/Producer will have over sight of the day-to-day operations of the news and current affairs content produced by the ABS Newsroom. He/she will work closely with the Director of News and Current Affairs, and the Director of Government Information Service to create the best possible news story ideas, news and information features that reflects the established policy of both entities.

From time to time, he/she will be called on to play a lead role in the production of programme content that satisfies the news and information requirements of both the ABS News and Current Affairs programming and GIS.

Duties and responsibilities

- Participate and at various points play lead role in team meetings to generate information initiatives as well as story and feature ideas.
- Play involved role in assigning responsibilities for News Reporters and GIS writers.
- Define and establish a coordinated procedure for the sharing of information between GIS and ABS with a view to bolstering the quality and dependability of content from both entities.
- Monitor other news and information outlets to assist News operations and GIS in remaining current with ideas, issues and discussions throughout the community.
- Lend resources and experience to on the job spot training for new and existing newsroom staff.

Reporting, Anchoring

- The Senior News Reporter/Producer is part of the news team and contributes content on a regular basis. This officer 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 Senior News Reporter/Producer 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.

- participate 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 5 years' experience as a news manager with technical and editorial responsibilities
- Previous news management experience as a news director, 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 Senior News Reporter/Producer is a Middle Management Level position and therefore is expected to function with some supervision and direction. The Director of News and Current Affairs should be consulted in case of doubt.

Working conditions

He/she 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. He/she 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 (as assigned)
- Production Assistants (as assigned)