



BNN NEWS ASSOCIATE PRODUCER - JOB DESCRIPTION

Job Title: Associate Producer
Department: News
FLSA: Non-exempt

Date: 8/2/2022
Reports to: News Director
PT / FT: P/T (M - F 29 hours per week / 58
hours per pay period)

JOB DESCRIPTION SUMMARY:

Supports News Director with show development, researching, copy writing and producing BNN's nightly half-hour news broadcast.

RESPONSIBILITIES

- Research and develop story ideas
- Outreach, schedule and pre-screen guest interviews
- Create, and review copy edits for news reports and packages.
- Serve as Lead Anchor in absence of News Director
- Assists in maintenance of story and events calendar database.
- Assists with studio production of the News
- Assists with the creation and publication of social media content
- Supports marketing of news program

GENERAL REQUIREMENTS

- Carefully reviews and complies with BNN Employee Handbook.
- Helps to ensure consistent database utilization and the maintenance of well-organized, accurate and thorough records
- Maintains prompt, professional and consistent communication with News Director other staff and the public
- Carefully keeps track of and meets all goals, objectives, tasks, assignments and deadlines
- Ensures that all work is performed accurately and completely
- Supports the fulfillment of BNN's mission, the achievement of organizational goals, and the operations of all BNN departments
- Performs all duties safely, helps to maintain a safe and clean working environment, notifying the appropriate personnel of any operational area or equipment that may be hazardous or defective
- Maintains a professional appearance and positive behavior at all times
- Fosters and ensures a friendly, consistent, non-discriminatory atmosphere in the workplace and demonstrates a strong commitment to public service
- All other duties, as assigned

SUPERVISORY RESPONSIBILITIES

Production personnel and assigned interns

POSITION REQUIREMENT (Describes the minimum education, training, knowledge and experience which are required to competently perform the job duties of this job).

- Associate Degree or equivalent experience with 1-2 years of journalism, TV or broadcast journalism experience required
- Live broadcast experience (TV, streaming, etc.)
- Teleprompter experience preferred
- Familiarity with Boston neighborhoods, politics, events, news, etc.
- Knowledge of Public, Educational, and Government Access Television a plus
- CORI/SORI required

CORE SKILLS & COMPETENCIES (Describes the core skills, competencies, and characteristics the candidate must display to succeed in this role).

- Exceptional written, verbal and interpersonal communication skills
- Excellent research and organizational skills.
- Technical proficiency in digital media and television production
- Strong non-linear editing and graphics skills with knowledge of FCPX and Adobe Creative Suite, a plus
- Required to meet deadlines and manage multiple assignments.
- Bilingual or multilingual skills, a plus
- Strong social media content creation skills with knowledge of Facebook, Twitter, Tiktok, and instagram platforms

WORK ENVIRONMENT (Describes the characteristics that represent the work environment the employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

- General office environment in which work is usually performed in a sitting position
- May require stooping, kneeling, reaching, lifting and carrying during the course of the work shift
- May be required to solely and safely lift and move materials of up to 50 lbs. and work at heights of up to 20 feet
- May be required to travel up to 10% of the time.
- Required to maintain a current and valid driver's license with an acceptable driving record as established by BNN's insurance provider

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

RESUME & COVER LETTER SUBMISSION:

Please submit a resume and cover letter to Faith Imafidon, News Director. No phone calls, please.

Email: fimafidon@bnnmedia.org

Mail: Faith Imafidon

News Director, BNN Media

3025 Washington Street, Roxbury, MA 02119

Disclaimer

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of employees assigned to this position. Other duties may be assigned.

Boston Neighborhood Network Media reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

I have read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the organization has a similar right.

Employee's Signature: _____ Date: _____