



BNN MEDIA ASSOCIATE PRODUCER

Job Title: Associate Producer
Department: News Department
Direct Report: News Director & General Manager
Contact: jobs@bnnmedia.org

PT/FT: Full Time
Hours Per Week: 35 Hours per wk | 70
Hours per Pay Period
FLSA: Non-Exempt

Boston Neighborhood Network (BNN), Boston's community media center, offers public access to cable television channels and low power FM radio; video production equipment, facilities, training, production support; and a multimedia computer center. By providing the means of production and a public forum, it invites diverse communities to express themselves and encourages broad-based public dialogue.

Job Description Summary

Assist the News Director by writing copy and co-anchoring the nightly half-hour live news broadcast, which airs Monday through Friday at 5:30 PM and covers issues and events in Boston and its neighborhoods.

Responsibilities

- Research and develop story ideas.
- Recommend guests for interviews.
- Schedule and conduct pre-interviews with guests.
- Assist with planning daily story assignments.
- Write, review, and edit news reports.
- Serve as Lead Anchor when the primary Anchor is unavailable.
- Assist in creating and publishing social media content.
- Support marketing initiatives for the news program.
- Help maintain a daily database of local events.
- Perform additional duties as assigned by the manager.

Skills & Qualifications

- Associate degree or higher, or equivalent experience, with 1-2 years in journalism, television, or broadcast required.
- Live broadcast experience (TV, streaming, or similar) preferred.
- Teleprompter experience is preferred.
- Demonstrate exceptional written, verbal, and interpersonal communication skills.
- Exhibit strong research and organizational skills.
- Demonstrate technical proficiency in digital media and television production.
- Demonstrate strong non-linear editing and graphics skills, with proficiency in FCPX and Adobe Creative Suite.
- Demonstrate the ability to meet deadlines and manage multiple assignments.
- Strong social media content creation skills with knowledge of YouTube, TikTok, and Instagram platforms.
- Bilingual or multilingual abilities are an asset.



General

- Communicate promptly, professionally, and consistently with the News Director, staff, and the public.
- Track and achieve all goals, objectives, tasks, assignments, and deadlines.
- Ensure all work is completed accurately and thoroughly.
- Ensure consistent database use and maintain well-organized, accurate records.
- Uphold BNN's mission, organizational goals, and departmental operations.
- Perform all duties safely, maintain a clean work environment, and promptly report hazardous or defective equipment to the appropriate personnel.
- Maintain a professional appearance and positive attitude at all times.
- Foster a friendly, consistent, and inclusive workplace atmosphere, and demonstrate a strong commitment to public service.

Work Environment

- Must be able to work in a general office environment, with duties typically performed while seated.
- Must be able to stoop, kneel, reach, lift, and carry during the work shift.
- May be required to independently and safely lift and move materials up to 50 pounds, and work at heights up to 20 feet.
- Must maintain a current and valid driver's license with a clean driving record.

To Apply

Please forward your resume and cover letter to:

Vivian Izuchi, Administrative Assistant

Boston Neighborhood Network Media – Career

3025 Washington Street

Boston, MA 02119

jobs@bnnmedia.org