

PRODUCER/REPORTER



Reports To
Managing Editor

Job Overview

This temporary, flexible (weekdays, weekends, mornings, evenings) Producer/Reporter position is responsible for delivering updates and analysis on current happenings with the main goal of keeping the public informed. Responsible for the end-to-end development and production of news stories across multiple platforms.

Responsibilities and Duties

- Conduct thorough research to gather accurate and reliable information for news stories.
- Write and edit news articles, ensuring they are engaging, informative, and adhere to journalistic standards prior to broadcast.
- Conduct interviews with sources to gather first-hand information and quotes, sound bites and photos.
- Deliver scripted, spontaneous, live and prerecorded reports on newsworthy events.
- Publish and broadcast news stories.
- Attend press conferences, events, and other relevant activities to report on current news topics.
- Practice diversity, equity and inclusion in your reporting.
- Collaborate with other team members to develop story ideas and angles.
- Fact-check information and verify sources to ensure accuracy in reporting.
- Stay updated on current events, trends, and developments in the field of journalism.
- Manage social media accounts to promote news stories and engage with the audience.

Qualifications

- Proven experience as a news reporter or journalist.
- Strong writing and editing skills with excellent grammar and attention to detail.
- Proficiency in conducting research and gathering information from various sources.
- Available to work on a flexible schedule.
- Knowledge of journalistic ethics and standards.
- Ability to work under tight deadlines while maintaining accuracy and quality of work.
- Familiarity with website editing social media platforms and their use in news reporting.
- Bachelor's degree in Journalism, Communications or relevant field; or equivalent experience.

Short-to medium-term position (approx.4 months). Fulltime, in-person.