NEWS PRODUCER
UVC- TV19
Job Description

OVERVIEW
Works closely with the News Director and UVC staff to produce a weekly news show for UVC- TV19, a campus wide cable television station on UMass campus. Provides administrative and organizational support, training, and some technical support for the news department staff.

DUTIES
- Work closely with UVC staff and news staff to coordinate all aspects of the weekly news show. The Producer will oversee all administrative aspects including recruitment, meetings/agenda, training, and act as primary contact for the show. The Producer will work with the News Director to develop an overall look and feel for the show. This position requires the ability to work with a members of a diverse campus including faculty, staff, and students.

- Overall pre-production planning, development, and coordination of administrative concerns of Union Video Center news coverage, including recruitment, training of crews, scheduling of shows and equipment.

- Act as primary contact for other news sources, agencies, and the industry. Recordkeeping on all aspects of show.

- Overall supervision of non-technical aspects of studio segments recruiting reporters and anchors, scriptwriting, assessment of show, as well as safety of UVC-TV19 equipment and staff.

- Act as backup for technical positions for both studio, reporter, or camera crew as needed.

- Attendance at all mandatory UVC meetings and events

- Other duties as necessary.

Other Duties
Provide technical and administrative support to UVC members: reserve equipment and studio time; check equipment in and out; answer questions and provide assistance to members; other duties as assigned.

SKILLS
- Intermediate knowledge of video production – particularly studio directing, newsroom editing and production, and switching.

- Organizational and computer skills for scheduling, record keeping, and administrative duties

- Ability to communicate with a diverse community effectively.

- News Journalism experience preferred.

- Ability to multi-task and work under a deadline

SUPERVISION
Works independently under the general supervision of the Advisor and Station Manager.

HOURS
Vary according to the schedule of productions. Must be available Mondays 5 p.m. - 6:30 p.m. for mandatory staff meetings both semesters.