

TELEVISION NEWS/PUBLIC AFFAIRS DIRECTOR *

Function of Job:

Under general direction of senior producer, to be responsible for the supervision of a news/public affairs unit and associated television programming, including selection of subject matter, its treatment, style and emphasis.

Characteristic Duties and Responsibilities:

1. Schedule and coordinate the work of reporters and staff in the operation of a television newsroom.
2. Be responsible for news content of public affairs programming and ensure conformance with station policies and direction.
3. Assign stories, edit copy, and determine relative importance of news stories for individual newscasts.
4. Report on news events/issues and produce corresponding videotape news reports.
5. Deliver news stories on-the-air.
6. Arrange for and conduct live television interviews.
7. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's Degree in journalism, broadcasting or related field.
2. Five years of experience as a reporter including at least two years in television news broadcasting.
3. Suitable voice and presence for television broadcasting.
4. Demonstrated supervisory experience.
5. Ability to work independently in reporting and developing news stories and story ideas.
6. Typing ability.

5/16/84

System Approval

5/16/84

Effective Date

* Revised – Original approved 3/4/76 as “Television News Director”.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.