**LARIAT TV NEWS JOB DESCRIPTIONS**

**EXECUTIVE PRODUCER 20 hrs per week $4,000 Scholarship**

*The executive producer will report directly to the director of student media and be in charge of the overall production. The position has a significant role in developing the overall strategy of the LTVN broadcast. Additional responsibilities include but are not limited to:*

* Ensure the LTVN news content is aligned with the Lariat strategies & assignments
* Create newscast structure to comply with any third party agreements, including timing, formatting and breaks, and communicate clear expectations for delivery of newscast and special projects
* Represent LTVN in communication with Lariat print/digital editors, attend budget and marketing meetings, and participate in weekly content/feedback meeting with Director of Student Media
* Supervise LTVN reporters and staff
* Assign stories and enforce deadlines, and create Google doc for staff reference
* Conduct weekly LTVN staff meetings
* Make sure LTVN content is communicated to the Morning Buzz editor daily
* LTVN Anchor and editing schedules
* Final (3rd) edit approval on scripts
* Export newscasts and premier packages for WCCTV
* Create one package for newscast every 3 weeks
* Ensure video and packaged stories are saved on hard drive and servers respectively
* Collaborate with News Director on:
  + - Interviewing and hiring staff members
    - Developing strategies for viewer engagement
    - Creating new animation for newscast open, close and sports
    - Manage reporter’s story development, content, writing and pitches
    - Edit scripts for clarity, precision, good ledes, transcriptions and formatting
    - Create precise rundown with stacking based on news value and story quality
    - Train staff members on capturing video, recording audio, and editing in Premier
    - Approving reporter stories via text, after which reporter posts on YouTube

**NEWS DIRECTOR 16 hrs per week $2,500 Scholarship**

*The News Director will be responsible for the day-to-day operations of the LTVN staff and report to and work closely with the Executive Producer.  The responsibilities include, but are not limited to:*

* Manage and communicate with LTVN staff on daily basis
* Oversee editing, composition and flow of the newscast on production night (Thursdays)
* Create the weekly newscast graphics list and finalize the rundown
* Produce Wednesday 15-20 second topical promo
* Manage postings on LTVN’s Twitter, Facebook and Instagram (w/digital team)
* (2nd) edit approval on scripts
* Daily text communication with staff
* YouTube thumbnails and posting
* Organizing Camayak, including script and anchor read assignments
* Communicate with print photogs to secure pictures/video
* Export newscasts/stories for website and YouTube
* Create one package for newscast every 3 weeks
* Inform director of student media of needed equipment repairs
* Assist executive producer with:
  + - Interviewing and hiring staff members
    - Developing strategies for viewer engagement
    - Creating new animation for newscast open, close and sports
    - Manage reporter’s story development, content, writing and pitches
    - Edit scripts for clarity, precision, good ledes, transcriptions and formatting
    - Create precise rundown with stacking based on news value and story quality
    - Train staff members on capturing video, recording audio, and editing in Premier
    - Approving reporter stories via text, after which reporter posts on YouTube

**SPORTS DIRECTOR \_\_\_\_\_\_\_\_\_\_12 hrs per week $1,000 scholarship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Oversee LTVN coverage of sporting events
* Schedule reporter assignments, including minimum of one people-based feature story for weekly newscast
* Submit credential list for week to director of student media by Monday at 4 p.m.
* Coordinate participation in weekly virtual press conferences
* Keep track of video drop boxes for highlights for multiple sports
* Approve scripts and stories
* Edit C block (sports) for newscast each week
* Ensure LTVN stories are completed, approved and posted within 3 hours of end of game
* Approve weekend stories and ensure posting on website and YouTube
* Archive highlights and file video on library drive and server in appropriate files
* Coordinate production of podcasts and radio broadcasts
* Communicate planned content with EP, news director and editors for budget meetings

**REPORTER / ANCHOR 10 Hrs per week**

The broadcast reporter creates news and feature videos for Lariat TV News, both in coordination with and independently of other coverage. They will shoot footage, conduct interviews and produce video stories that enhance The Lariat’s print/digital coverage. Reporters will create at least one package story and one VOSOT every week. As necessary, the broadcast reporter will help train new reporters on how to capture and edit video and audio. Responsibilities include but are not limited to:

* Attends weekly LTVN staff meeting with 3 story pitches, and Lariat all-staff meeting
* Enterprises at least one video package and one VOSOT every week
* Reports on campus news/features each week
* Conducts interviews on camera or via zoom
* Shoots video and does standups (standups for news reporter only)
* Edits footage/stories and posts on YouTube after editor approval
* May be required to write story for website/digital
* Send info/video/pictures to news director for social media posting on day of story
* Assists with writing scripts and building graphics for newscasts
* Qualifies to be in anchor rotation when story quotas are met
* Maintains and is responsible for LTVN video equipment package, reporting any loss, damage or malfunction