

LAS VEGAS REVIEW-JOURNAL

DIGITAL NEWS PRODUCER

GENERAL POSITION SUMMARY

The Las Vegas Review-Journal is seeking a News Producer who will be responsible for gathering information, writing, creating graphics, working with reporters, video editors, studio team, graphics designers, and talent to produce and edit video news programs for reviewjournal.com and other platforms. This content includes but is not limited to covering breaking news, hard news, sports, and feature programs which can range from 30-60 minutes in length.

DUTIES & RESPONSIBILITIES

- Producing daily and weekly long-form news programs for various platforms.
- Gathering editorial information via phone, internet, working with Review-Journal news staff, as well as on-location assignments.
- Planning and scheduling story assignments for the programming, including guest interviews.
- Creating video packages and preparing information for live reports as required.
- In charge of show timing, ensures commercial breaks and sponsorships are delivered inside programs.
- Ability to make quick decisions without losing composure.
- Ensure content deadlines are met.
- Check all writing and video for accuracy, following Review-Journal editorial standards.
- Edit content and upload all content to various platforms including but not limited to JW Player, YouTube, Instagram, Facebook, using appropriate software.
- Create graphics or supervise the production of news graphics to be used within video programming.
- Keep abreast of national and local news/sports and social content.
- Produce and curate daily content uploads in a variety of content management systems.
- Work collaboratively with all members of the newsroom and other departments as required.

REQUIREMENTS/SKILLS

- Excellent verbal and written communication skills.
- Ability to lead a team toward successful completion of projects.
- News writing following AP and Review-Journal standards.
- Ability to meet deadlines and work well in a live video environment.
- Ability to work as a team player in the newsroom and build news contacts in the community.
- Ability to work a flexible schedule for breaking news and special content opportunities.
- Write, edit, direct editing of video with speed, efficiency and creativity in-studio, newsroom, or field environment.
- Proofread scripts, captions and graphics for spelling, AP style, grammar and accuracy.
- Institutional knowledge of the Las Vegas Valley, newsmakers and recent local history.
- Understanding of local and regional competition.

OPTIONAL REQUIREMENTS/WILLING TO LEARN:

- Experience working with the following platforms: AP, Avid Media composer, Premiere, After Effects, Final Cut Pro, Panasonic video equipment, LiveU, Wordpress, Merlin, GPS, Instagram, Facebook, Twitter.
- Ensures videos have correct tags, title, descriptions, and adhere to SEO best practices.
- Social media experience, ability to learn digital analytics, applying best business practices.
- Ensures videos are in the right playlists including correct title, description, and keywords on YouTube.

Must have a valid driver's license, reliable transportation and clean driving record.

The Las Vegas Review-Journal is an equal opportunity employer and a drug-free workplace. The successful candidate must pass a background check and a drug screening.

TO APPLY:

Please email your résumé with cover letter to hrdept@reviewjournal.com with "Digital News Producer" in the subject line.