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# Example of Assignment Desk Editor Job Description

Our company is searching for experienced candidates for the position of assignment desk editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assignment desk editor

* Coordinate with NBCNewYork.com editors to break stories online and update news articles as information changes
* Assignment Editor must be able to clearly communicate with co-workers, producers and outside vendors
* The best candidate will have experience with both editorial information gathering knowledge of a variety of techniques to gather video for production
* Work with all NBC entities and News Channel clients to gather the day’s news
* Work closely with feed producer regarding story details and restrictions
* Communicate story developments with network and NBC News Channel clients
* Represent NBC News Channel on network conference calls
* Book transmission facilities and satellite space for live/tape feeds
* Utilize various file sharing platforms to gather video
* Find compelling user generated stories

## Qualifications for assignment desk editor

* 3 years’ experience as an Assignment Editor, preferred
* Must be willing to work in the El Paso, TX area
* Must be willing to work in the Orlando area
* Must have a valid drive
* Work at the Las Vegas NV station
* Must be willing to work in San Antonio area