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# Example of Assignment Desk Editor Job Description

Our growing company is hiring for an assignment desk editor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assignment desk editor

* Routing information to the people who need to know, to facilitate good decision making and responsible, timely coverage
* Assigning and dispatching news crews, which often requires logistical sense, bold decisions and willingness to be held accountable
* Researching and vetting stories
* Ramrodding breaking news
* Entering stories and updates into our database, planning coverage for the days and weeks to come
* Monitoring the competition
* Making beat checks to law enforcement and governmental agencies
* Coordinating coverage with affiliates, networks and other stations in our family group
* Gather information and distribute it to the Reporters, Photographers and the News Team
* Candidate will participate in editorial meetings and will contribute with story ideas during the production process of the news

## Qualifications for assignment desk editor

* Able to work weekends and flexible hours (including overnights) depending upon news coverage & able to return to work in emergencies
* Must have experience taking viewers calls, making beat calls, responding to scanners
* Previous experience working in news as an assignment editor is preferred
* Should possess strong news judgement, based on the strategic priorities of WREG
* Must have good communication skills one-on-one, and within a team environment
* Must be organized and able to handle to logistics of multiple news crews in the field