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# Example of Assignment Editor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assignment editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assignment editor

* The ideal candidate must be able to learn new technology independently and quickly, and be proficient with the following digital (or similar) tools, including MS Office, WordPress, mobile push notifications, SMS texting, video publishing, AP style, Photoshop and basic HTML knowledge is a plus
* Utilize AP style, best web-production practices and story packaging
* Works with Bureau management to ensure that the Bureau is covering the day's news stories and manages resources to make it happen effectively
* Monitor a variety of sources, including wires and local news, and evaluate newsworthiness
* Assign producer, reporters and crews to cover news stories
* Ensure that stories make deadline/airtime making certain that reporters/producers are aware of and have all available elements
* Monitor Bureau costs and keep NewsDesk information updated with regards to using crews and editors most appropriately
* Work with show staffs and reporters on live shots and coverage of live events
* Pitch stories for various CNN networks and platforms
* Enterprise unique and compelling story ideas on a daily basis

## Qualifications for assignment editor

* Must have experience listening to police scanners
* Minimum of two years of journalism experience
* Must have a commitment to journalistic standards of ethics and accuracy
* Minimum of one year of prior work experience on an assignment desk or in a newsroom
* Strong editorial judgement a must
* Familiar with Google applications