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# Example of Assignment Editor Job Description

Our innovative and growing company is hiring for an assignment 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 editor

* Manage multiple field crews and live assets
* Interact with viewers, public information officers and media relations professionals
* Gather information about news as it develops and communicate it effectively and accurately to the news and production team
* Assign and coordinate the distribution of newsgathering equipment
* Assist with publishing content on FOX43.com and social media
* Represent FOX43 in a courteous manner and professional manner
* Assigning staff and resources for the production of news stories for CTV NEWS programs, CTV News Channel, DNS
* Suggests stories for daily coverage plans for future content working with the international bureaus, freelancers, stringers and collaborators
* Works under the direct supervision of the Executive Producer and the Sr
* Research and write stories for the CNN.com

## Qualifications for assignment editor

* Web publishing and social media experience a plus
* Extensive knowledge of editorial standards, ethics, and media law Must have superior organizational skills
* Must be able to make decisions and take a leadership role
* Must have basic writing skills and be able to communicate written and verbally
* Must be able to apply the FOX 5 Filter to any and all stories
* Must be able to maintain a professional demeanor when dealing with people at the station and away from the station Must be able to represent the station in the community and at station events