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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. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assignment editor

* Coordinate coverage with managers, field crews, producers and on all digital platforms
* Reviews all news releases, monitors police and fire scanners, and monitors online news sources for story ideas
* Writes breaking news alerts and posts
* Produces original content (text and visual) for digital, mobile and social platforms including Q13FOX.com, Facebook, Twitter, Instagram
* Reviews all news releases, monitors police and fire scanners, and monitors online news sources for for story ideas
* Use data to know the market and what types of stories resonates with WFMY News 2’s audiences
* Spearhead coverage of a breaking/developing news story both editorially and logistically
* Closely work with correspondents and producers in gathering story elements for use on all platforms
* Identify principal elements of a story, which includes characters, witnesses, documents, UGC and publically accessible materials
* Build and maintain a network with our affiliates & News Channel counterparts

## Qualifications for assignment editor

* Ability to exercise good news judgement that will result in enterprise content for NewsFix
* Prior television assignment desk exposure is a requisite, along with a strong and accurate writing resume
* Knowledge of the Houston metro area is a must
* Hours will include a flexible schedule during weekdays, with the possibility of weekend availability if needed
* Minimum 1 year experience working in a leadership role in a newsroom environment
* Must understand the basic setup of Satellite and TVU technology