



Example of Assignment Desk Editor Job Description

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Our growing company is looking to fill the role of assignment desk editor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assignment desk editor

- Order and coordinate satellite time
 - Stay abreast of and use creative production techniques such as graphics and new forms of media (viewer pictures, webcam interviews,) to enhance stories
 - Collaborate with the writing of all daily newscasts
 - Assist as an assistant producer and/or produce daily newscasts
 - The Assignment Desk Editor is responsible for supporting programming on multiple FOX Sports platforms
 - The Assignment Editor should have the ability to coordinate multiple tasks at once while maintaining a strict attention to detail
 - An essential function for the Assignment Editor is executing live talkbacks for FS1 and Fox Sports programming which includes coordinating remote studios, booking satellite, fiber and IP-based transmission, assigning IFB/PL and quality control
 - The Assignment Editor is also responsible for identifying news stories, gathering related content and distributing to the FOX Affiliates
 - The position also requires extensive knowledge of current sports news (especially NFL, Soccer, MLB, NBA, NASCAR, college football and basketball, and golf) to identify and independently react to breaking news stories that fit within FOX Sports and FS1 debate-centric programming
 - The Assignment Editor must also be alert to any potential legal issues in clearing content, decisions on approving content and watching out for any unapproved materials on air
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- Must have a commitment to journalistic standards of ethics and accuracy with an enthusiasm for journalism
- Must possess the ability to communicate effectively with general knowledge and interest in local, national and world news
- Basic computer knowledge/word processing skills are preferred
- Associates or Bachelor's degree in Journalism or Communications preferred, Master's degree is a plus
- Must have excellent writing/spelling skills in Spanish
- Must have unrestricted work authorization live in the United States