



4 Vernon Street
Framingham, MA 01701
www.accessfram.tv

News Supervisor

Starting June 2023

Description

Access Framingham (AFTV) is an independent, nonprofit community media organization that provides video content viewed on Comcast, Astound/RCN and Verizon Fios on four channels with scheduled programming, livestream and on-demand viewing for the City of Framingham, the MetroWest region and beyond. We are creating a new hyperlocal weekly program that informs, inspires, connects, and reflects the people and places of Framingham, Massachusetts.

We believe that objective, factual information is critical and we are working to be an independent source of civic information and cultural content that engages, enriches and serves the Framingham community.

Our top of the line, state of the art television studio is located in Framingham, a dynamic and diverse city situated conveniently between Boston and Worcester with a population of 72,000+.

SUMMARY

The News Supervisor oversees the production of news content and public affairs programs making full use of the rich creation and distribution resources available through Access Framingham. They direct the assignment of coverage for news stories, cover and prepare news stories for broadcast and online publication. The News Supervisor will provide editorial decision making and guidance to ensure compliance and accuracy, and that deadlines are met in a fast-paced environment while supervising staff reporters, on-call reporters, student interns, station volunteers, and other staff assigned to special coverage.

DUTIES

- Set the Access Framingham news agenda; research and plan daily, weekly and long range news coverage (including crises and breaking news situations) on all platforms and oversee AFTV's local news projects.
- Serve as the primary keeper and champion of Access Framingham's editorial integrity and independence standards for locally originated news and civic information.

- Serve as primary news editor, with responsibility for ensuring all news content is accurate, ethical, engaging, and aligned to the Society of Professional Journalist Code of Ethics
- Work with the Executive Director to create and manage a news budget
- Structure the department to meet news and information needs of the audience.
- Work with relevant staff to create opportunities to solicit feedback and reflect community input on news coverage priorities.
- Work with relevant staff to identify and build news-related partnerships and collaborations with other media and/or with community organizations.
- Collaborate with local and regional outlets on news coverage as appropriate.
- Set strategic priorities and performance goals aligned to targeting audiences with targeted content on multiple platforms.
- Implement the strategic plan for news content
- Maintain an aspirational and flexible approach to news development while aligning with the overall goals and strategic plan of the organization.

JOB REQUIREMENTS & DESIRED QUALIFICATIONS

- 3+ years experience in a broadcast news journalism position
- Outstanding organizational/time management skills using project management tools and software
- Attention to detail, proofreading and copywriting; records maintenance
- Networking and relationship building skills incorporating cold outreach and consistent follow up
- Proven track record in fact based, neutral, objective reporting and/or news assignment
- Ability to problem solve, make immediate decisions and provide leadership skills and examples
- Ability to develop and deliver news reports and programs on-air and online.
- Knowledge of broadcast and web-based journalism principles and techniques.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of on-air and online techniques/procedures, protocols, and standards.
- Knowledge of news and public affairs TV program production.
- Ability to collect, evaluate, and adapt news and public affairs items for incorporation into on-air and/or online content.
- Ability to make broadcast programming decisions within defined parameters.
- Knowledge of laws, regulations, conventions and protocols relating to the delivery of news and public affairs content.
- Skill in the use of journalistic research and methods and techniques.
- Knowledge of editorial and ethical standards for the research and development of objective, fact based journalistic articles and/or presentations.

- Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures.
- Broadcast Journalism writing skills. (another must)

PHYSICAL REQUIREMENTS

- Requires a valid Massachusetts driver's license and use of your own vehicle
- Work is normally performed in a typical interior/office work environment
- May require occasional travel
- Able to screen video and audio content for quality assurance
- Ability to move/lift 25 pounds lbs

Compensation: \$46,000 - \$55,000 commensurate with experience

AFTV offers a benefits package that includes:

- Paid vacation time in the first year
- Medical and Dental benefits
- Retirement Plan with a company match
- Investment in your professional growth through coaching, training and professional development

To Apply:

Please email a cover letter, resume and work samples (video/audio/written) with the subject line: **News Supervisor** to jdaniels@accessfram.tv. Deadline to apply is May 31. Applications without samples will not be considered. No phone calls please.

Access Framingham invites candidates of under represented and marginalized communities to apply for this position. AFTV is committed to offering equal opportunities to all potential employees and has zero tolerance for discrimination. We welcome applicants irrespective of age, sex, race, ethnicity, disability and other factors that have no bearing on an individual's ability to perform their job.