



POSITION DESCRIPTION - 6pm News Headline Writer

TITLE: Headline writer
SHOW: 6pm Local News
REPORTS TO: News Director & Assistant News Director
HOURS: Wednesdays, ~4 or 4:30pm to 6pm.
Once trained, this position can be remote if desired.

DESCRIPTION:

This position is responsible for writing five to eight accurate headline stories for the 6pm Local News broadcast once a week. Each headline should be applicable to the south-central Wisconsin community.

BASIC RESPONSIBILITIES:

- Identify 5-8 timely and topical local, regional, and state news stories.
- Read each news item, ideally across several sources.
- Rewrite each news item in ~90-140 words using conversational broadcast language.
- Include the who, what, why, when, where, and how of each story.
- Attribute information. Refrain from plagiarizing information from other sources.
- Refrain from editorializing.

EXPECTATIONS:

- You're curious and have a healthy dose of skepticism. A sense of humor helps, too.
- You're able to identify news items of interest to our listening community.
- You pay attention to details - the currency of the trade.
- You have a willingness to explore multiple points of view.
- You're able to parse information into clear, accurate, and conversational writing.
- You can make a weekly commitment of at least six months (longer desired!)

