



POSITION DESCRIPTION - Script Editor

TITLE: Script editor
SHOW: 6pm Local News
REPORTS TO: News Director & Assistant News Director
HOURS: Monday, Tuesday, Wednesday, or Thursday, ~4 or 4:30pm to 6pm.
Once trained, this position can be remote if desired.

DESCRIPTION:

This position is responsible for ensuring accuracy and conciseness during the 6pm Local News.

BASIC RESPONSIBILITIES:

- Read through all written portions of the daily script.
- Fact-check headlines written by headline editor. Ensure topline details (who, what, where, when, why, how) are included in each headline.
- Correct errors and rephrase awkward or wordy sentences throughout the script.
- Provide pronounciators for names and phrases.
- Refrain from editorializing.

EXPECTATIONS:

- You're curious and have a healthy dose of skepticism. A sense of humor helps, too.
- 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 are conversant in Google Docs, or are willing to learn.
- You can make a weekly commitment of at least six months (longer desired!)