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## Types of jobs available in TV:

**Account Executive**-sells advertising time

**Assignment Editor**-gathering news

**Business Manager**-responsible for all financial transactions-expected to have background in accounting and financial management

**Chief Engineer**-heads technical staff

**Maintenance Engineer**-repair, maintenance, installation and modification of electronic equipment

**Community Relations Director**-plans, coordinates and executes station's service and programs to respond to the needs of the community

**Continuity Writer**-writes some of the local commercial & promotional copy

**Director**-actual on-line execution of a program

**Electronic News Gathering(ENG)**-work with reporters to capture events on tape and produce live, on-scene coverage of news stories; operates video camera & sound, microwave and satellite transmission equipment

**ENG Editor**-edits tape, works with producers, reporters and writers to build news packages

**Executive Producer**-coordinates content and presentation of broadcasts under direction of the managing editor and news director

**General Manager**-responsible for every aspect of the station's operation.

**General Sales Manager**-responsible for producing all advertising revenues/hiring, training and supervising sales staff

**Graphic Artist**-supports all production activities background in art, design, and radio-TV production

**Master Control/Videotape Engineer**-operating videotape recording and playback equipment for live programs

**News Anchor**-"up front" personalities on local news-

**News Reporters**-key "front-line" people in the news department. On-the-scene at every kind of event. Must be excellent writers, capable of working quickly and accurately

**News Writer**-responsibilities may include monitoring news feeds, preparing news packages for voicing by anchors or reports, researching story information, booking guests for live interviews on news shows and producing segments of news programs

**Producer**-develops and organizes local programs and is responsible for scripting, story development, booking of guests and overseeing field production and editing

**Production Assistant**-works with all production personnel, helping where necessary

**Production Manager**-responsible for all of the details required in the actual production of local programming, supervises producers, directors, floor directors and stage managers

**Program Director**-manager of the programming department.

**Promotions Director**-job is to promote the station's image, programs and activities. They conceive and execute a variety of written and taped station promotion spots, secure station advertising in other media; develop ways to keep current viewers and advertisers and to attract new.

**Receptionist**-vary according to size of the station. Position is ideal for understanding all aspects of how a station operates.

**Stage Manager**-the director's representative on the studio floor and at the site of any live broadcast.

**Station Manager**-the chief operating officer of the

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## The Job Hunter's Guide to Broadcasting



"Working in television is fun and exciting. It's something different every day"