

SCRIPTWRITER / PRODUCER

Job Summary: The Scriptwriter/Producer will work under the supervision of the Production Coordinator to conceptualize, develop, write and produce programmes related to the Parliamentary tradition for the Parliament Channel.

Reports to: Production Coordinator

Supervises: None

Key Responsibilities:

- Selects subject matter based on public interest or commissioned by the Production Coordinator and writes scripts for the particular audience
- Develops the technical skills of writing and maintaining originality to reflect the content of issues addressed in Parliament
- Uses literary skills to develop themes for appropriate scripts
- Works to tight deadlines, especially for television production
- Develops programmes which are engaging, informative and topical
- Engages in research for informing and verifying factual content of written work
- Conducts interviews either face to face, over the telephone or by email for the purpose of producing scripts
- Rewrites and adapts material (and sometimes the work of others) for alternative format e.g. producing a web-based 'e-book'
- Maintains an active interest in the specific genre (Television)
- Rewrites and revises work (often several times) following feedback
- Participates in team meetings and status meetings actively and provide status updates to the Production Coordinator
- Performs voice-over duties for television productions and live programmes
- Performs other duties as assigned

Minimum Qualifications and Experience:

- Bachelor's Degree in Journalism, Communication, English or any other related field from an accredited college or university
- Five (5) years' experience in journalism or communications with practical experience in news/current affairs/television production/scriptwriting
- Experience with electronic publishing, graphics, and video production

Required Competencies:

- Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media
- Enthusiasm for news and creative ideas for production, as well as strong creative writing skills
- Experience in broadcast journalism as a producer
- Possess strong problem solving skills
- Expert written and oral communication skills
- Intermediate time management skills
- Be able to demonstrate initiative, flexibility, adaptability
- Ability to work independently and collaboratively in a team environment
- Knowledge of a second language would be an asset