

SKILLS FRAMEWORK FOR MEDIA		
SKILLS MAP - EXECUTIVE EDITOR/EXECUTIVE PRODUCER - NEWS AND CURRENT AFFAIRS		
<b>Sector</b>	Media	
<b>Sub-sector</b>	TV and Broadcast	
<b>Track</b>	Content Production and Management	
<b>Sub-track</b>	News Reporting and Production	
<b>Occupation</b>	News Executive Producer	
<b>Job Role</b>	<b>Executive Editor/Executive Producer - News and Current Affairs</b>	
<b>Job Role Description</b>	<p>The Executive Editor/Executive Producer - News/Current Affairs is responsible for the overall operations and development of news and current affairs programme concepts. He/She is responsible for guiding the team to develop the most salient points in a story and vets stories for accuracy, objectivity and timeliness. He works together with sales and marketing teams and other partners to create and coordinate content, launch events, campaigns and promotion plans to increase viewership. He also manages post-broadcast issues and ensures that production complies with all policies and regulations.</p> <p>He works in a newsroom but may be assigned field activities at times. He should be able to adapt quickly to changes and perform well in a dynamic environment.</p> <p>He requires a thorough knowledge of current affairs locally and internationally. He should have experience in managing budgets and be able to identify management issues of individual departments. He possesses strong editorial sensitivity and the ability to prioritise and interpret the key stories of the day. He should be an effective negotiator. He also should have an expert command of language, effective oral and written communication. He ought to have a good understanding of camera, sound and editing systems.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Produce news/current affairs content	Prepare a forecast of important events for coverage based on analysis of customer trends, analytics and viewers' feedback
		Oversee budgets, forecasting, work allocations and staffing of the various departments
		Scrutinise the final news/current affairs content for accuracy, objectivity and timeliness before broadcast
		Develop sources of information to get heads-up and prior knowledge of breaking and other newsworthy events
		Grow and enhance network of strategic relationships externally to support content development initiatives
		Guide others to address post-broadcast issues such as viewers' complaints and feedback
		Recommend ways to increase viewership, improve operational efficiency and achieve corporate goals
	Manage operations	Lead pre and post assignment briefings for the production teams to ensure salient news points are captured
		Maximise the use of organisational resource by collaborating with other departments
		Manage production budgets to ensure that expenditure for the news and current affairs department are kept within limits
		Mentor the production teams for success by coaching and providing constructive feedback regularly
		Identify sources to seek financial backing and sponsorship for the production of current affairs content
		Lead the preparation of programme proposals to prospective sponsorship partners while not negatively affecting the objectivity and accuracy of content
		Pitch programme concepts to key stakeholders to secure funding for production
	Manage projects	Represent the organisation at key social and business events to increase the organisation's profile in the industry
		Drive project to meet schedules, budget, manpower and technical quality targets
		Drive project discipline to document scope changes, issues and risks that affect implementation
		Collaborate with users, technical staff and management to determine and resolve issues associated with project implementation
	Manage teams and/or department	Lead regular project reviews to recommend schedule changes, cost or resource adjustments
Define common goals, direction and accountability among staff		
Define staff development strategies by coaching, mentoring and engaging in career discussions		
Define effective performance management practices within department in accordance with organisational policies and procedures		
	Oversee budgets, forecasting, work allocations and staffing of the various departments	

Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Fundraising and Sponsorships	Level 5	Communication	Advanced
Legal and Compliance Management	Level 4	Problem Solving	Advanced	
News Bulletin Production	Level 5	Leadership	Advanced	
News Editing	Level 5	Resource Management	Intermediate	
News Story Development	Level 5	Developing People	Intermediate	
Production Budget Management	Level 4			
Production Operations	Level 4			
Production Planning and Scheduling	Level 4			
Social Media Content Creation and Management	Level 5			
<b>Programme Listing</b>	For a list of Training Programmes available for the Media sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/Media">www.skillsfuture.sg/skills-framework/Media</a>			

The information contained in this document serves as a guide.