

### JOB OVERVIEW

**JOB TITLE** Content Producer

### JOB PURPOSE

To write, develop, edits, and publish content and copy for a variety of shows, digital platforms, and websites. The Content Producer is the direct link between the Executive Producer and the rest of the editorial team. The overall role is to ensure that all editorial aspects are being met by the team members and fall within the format of the show.

### DUTIES & RESPONSIBILITIES

- Work directly with the Executive Producer to set up the structure format and editorial line of the show.
- Distribute daily tasks to the team according to content priority and experience.
- Lead editorial team and ensure that all deliverables for the daily show and content structure are met.
- Work with the content team to set-up an editorial line for the video content
- Develop content for current client briefs and future client pitches
- Ensure treatments of reports meet the brief set forth by the Content Team
- Assist with sourcing external parties, guests, and celebrities to collaborate with the show.
- Approve and guide the Segment Producer through the treatments and scripts of the reports.
- Guide Outdoor reporters on the angle and content that should take place during interviews.
- Check and approve editorial line of the final report before it is compiled into the episode and aired.
- Ensure that the script and content visuals in the episode are in sync with the content being produced in the reports.
- Contributes to the social media postings to be aligned with the content of the shows.
- Provide production support for live events when required

### QUALIFICATIONS

- Bachelor's degree in journalism, communications, or related field
- Exceptional communicator and be able to develop relationships with colleagues & external stakeholders.

### KNOWLEDGE & EXPERIENCE

- Proven record of experience in a particular field, profession or specialism.

### SKILLS & ABILITIES

- Strong verbal and written communication skills in Arabic.
- Strong verbal and written communication skills, particularly in the area of story-telling.
- Working with developing stories.
- Network of contacts in region in related field.
- A solid grasp of journalism in a creative – even non-traditional – storytelling manner.
- Proficiency with multiple social media, including Twitter, Facebook, Instagram, LinkedIn, Periscope and others.
- Savvy with social media trends and experience using tools.
- Ability to interact effectively with staff at all levels. Strong Leadership and problem-solving skills.