



## SUB-EDITOR INTERN (JHB NORTH)

 2022/08/24

**Reference Number**

eNCA018

**Description**

The incumbent would be required to read the news diary to familiarize themselves with upcoming stories. This will help with context for Reporter lives and stories of the day.

### **Interpersonal and Team Relationships**

Build, support and maintain interpersonal and team relationships to ensure stable working environment and achievement of team objectives

### **Personal Development**

Complete Individual Development Plan.

Attend learning and development courses.

Participate in peer and team learning initiatives.

### **Budget Compliance**

Comply with work rules, standards and methods.

### **Sub-Editing**

Go through each rundown to check for errors.

All straps, including tags and CGs must be checked in Google.

All scripts except for Lives must be emailed out to Scripts and News Logistics groups.

Assist with desk subbing that must be approved by a Senior Sub Editor.

Help write crawlers for the desk.

Assist with Subbing Subtitles.

Ensure Producers transcribe bites and make sure Producers add IN and OUT words.

Read through bites, VOs and VOBs to keep track of how stories are moving forward.

Liaise with Producers over poor scripts and help them find appropriate angles.

Attend monthly Sub-Editors meetings.

Assist all Subs on desk with assigned tasks.

Add CGs onto Reporter scripts.

If you make a change to a strap after checking it, it must be checked again.

Help load all crawlers and remove old crawlers.

Subbed Bites must have context. Send scripts back to writers when they don't have context and when they don't make sense.

Scripts must have the correct bracketing otherwise it corrupts the autocue.

Load packages and look lives to Dalet.

Each Byte, VO, VOB, Package and LL with always include a story tag and story strap on the script.

All subbing errors must be sent to Sub Supervisor to address the issue.

Check for updates on the Subs WhatsApp group.

Intern to always be on duty with another Sub Editor.

Interns will not approve anything without a Sub-Editor giving the final go-ahead.

**Requirements**

### **Qualifications**

National Senior Certificate - Essential

National Diploma in Journalism/Communications

### **Computer Literacy**

MS Word

MS Excel

MS PowerPoint

### **Behavioral Competencies**

Time management

Self-leadership

Managing relationships

Assertiveness

### **Functional/Technical Competencies**

Problem solving skills

Planning skills

Organising skills

Decision-making skills

Interpersonal skills

Persuasiveness

Communication skills

Presentation skills

Facilitation skills

Coping under pressure

Conflict handling skills

**Work Level**

Student/Graduate

**Job Type**

Contract

**Salary**

Market Related

**Duration**

9 - 12 Months

**EE Position**

No

**Location**

JHB North



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