

Worksheet 4.1

Identify the key personnel involved in TV news production. Outline their key responsibilities, skills, co-workers and line manager. An example of what your profiles will look like:

Job title	Programme editor
Key responsibilities	<ul style="list-style-type: none"> - Team leader, responsible for running two main meetings of the day - Makes final decision about what will be in a programme and how it will be presented - Decides how to allocate resources and where to send cameras
Skills necessary for the job	<ul style="list-style-type: none"> - Good knowledge of news and politics - Analytical mind - Leadership skills
Works closely with/reports to	Reporters, producers, presenters

Job title	
Key responsibilities	
Skills necessary for the job	
Works closely with/reports to	

Job title	
Key responsibilities	
Skills necessary for the job	
Works closely with/reports to	

Job title	
Key responsibilities	
Skills necessary for the job	
Works closely with/reports to	

Job title	
Key responsibilities	
Skills necessary for the job	
Works closely with/reports to	

Job title	
Key responsibilities	
Skills necessary for the job	
Works closely with/reports to	