

TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	ASSISTANT PRODUCER
JOB SUMMARY:	
To assist in the planning, organizing and coordinating of television programmes aimed at furthering public understanding of the Division's activities, objectives and achievements.	
REPORTS TO:	Producer
SUPERVISION GIVEN TO:	Designated Staff
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">• Assist in the planning, organizing and coordinating the activities in the Information Unit.• Select topic on subject matter for programmes and conducts research into relevant subject matter to obtain supportive information.• Contact and obtain the services of interviewers, moderators and other persons for programmes and keep talent files on such persons• Advise on equipment and technical needs of the Division.• Make arrangements with TV stations for use of facilities.• Supervise and participate in programmes and determine appropriateness of audio work, scenes, music, camera work and other inputs to such programs and review scripts.• Attend meetings, discuss programmes content• Direct production• Perform other duties as assigned.	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none">• Knowledge of principles and technique of Mass Communication• Excellent knowledge of television program production and equipment• Interviewing techniques

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SKILLS AND ABILITIES:	<ul style="list-style-type: none">• Ability to develop television programs and to coordinate the inputs for them• Ability to analyse and evaluate social and economic data• Ability to communicate effectively both orally and in writing• Ability to work with little supervision• Ability to maintain effective working relationships with coworkers, stakeholders and the public• Skill in the use of personal computer• Good problem solving skills
MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none">• Associate Degree or Diploma in Mass Communication with TV production a major subject or Radio & TV Arts with two (2) years experience in similar position <p><u>OR</u> An equivalent combination of training and experience</p>	

SUBMISSION OF APPLICATION	
<ul style="list-style-type: none">• Submit your application letter, curriculum vitae together with copies certificates and two (2) References by January 15th 2021 to:• The Administrator, Division of Tourism, Culture and Transportation, #12 Sangster's Hill, Scarborough, Tobago or email to email to hrdotct@gmail.com	