



VACANCY

e.tv  
CAPE TOWN

# Are you the perfect fit?

## Junior Producer – Fixed Term

Reporting to the Programme Editor

Your Key Performance Areas include:

Competency, Skills and Knowledge:

- Problem solving skills
- Planning skills
- Organising skills
- Change management skills
- Decision-making skills
- Interpersonal skills

## Writing Content

- Ensuring all written material in any packaged content is accurate, contextual, relevant, engaging, conversational & in line with the channel's writing style.
- Producing content to contextualise various story lines for the show.
- Securing relevant footage & archives & ensuring video lines match the script / story.
- Editing packages, bytes, interviews or overlay if required.

## Researching

- Conducting research on programming topics.
- Checking electronic media, social media for articles of interest.
- Identifying interesting guests or story angles to pursue for specific guests through researching, sourcing, networking & studying other sources.
- Ensuring that archives are checked for specified & appropriate visuals when required.
- Having strong sense of South Africa's current affairs & International landscapes.
- Having & developing contacts with people who have deep interesting stories.
- Assisting producers with research & proposals.
- Generating unique, well researched guest/interview ideas & be able to develop them visually.
- Conducting both field & office research.
- Assisting with logistics coordination of shoots when required

- Coaching skills
- Mentoring skills
- Persuasiveness
- Communication skills
- Facilitation skills
- Coping under pressure
- Conflict handling skills
- Computer Literacy

## Video Editing

- Logging, digitising & editing material according to specified standards.
- Checking audio levels & picture quality in line with requirements.
- Using graphics effectively.
- Adding subtitles.
- Grading videos & adjusting audio levels to the required standard.
- Adding run-ins & run outs to all edits.
- Including durations when exporting videos.

## Minimum Requirements:

- National Diploma in Film & Television
- Degree in Film & Television would be advantageous.
- 3 years' experience in a similar role within a Broadcasting environment.

If you meet the minimum requirements, we look forward to hearing from you. Kindly submit the following to [jobs@emediainvestments.co.za](mailto:jobs@emediainvestments.co.za).

- Your CV
- A certified copy of your ID
- A certified copy of your Qualifications
- Completed Application Form

If you have not received a response within 14 days after the closing date of the advert, please accept that your application was unsuccessful.

CLOSING  
DATE

27 JUN  
2022