



Part Time Associate Producer

OVERVIEW

Vice News is looking for a self-starting part time Associate Producer to work a maximum of 20 hours per week, and support a wide variety of Vice News productions, from long-form documentaries, to recurring franchises, and breaking news. Successful applicant will demonstrate a strong interest in the news & documentary field, and ability to flourish in a team environment.

ROLES AND RESPONSIBILITIES

- Conducting in-depth research and distilling it into format required by producer
- Researching and clearing archival
- Researching and clearing music
- Maintaining post production schedules
- Maintaining releases and filing in the Vice system
- Filing expense reports and tracking production budgets
- Working with producers to close out jobs and fill out red sheets
- Other duties and/or special projects as assigned.

QUALIFICATIONS

- Bachelors/equivalent experience in journalism a must, as is knowledge of the current global media environment.
- 1 or more years experience in broadcast news, documentary film, or other digital media production
- Excellent research skills
- Ability to persuade via written and verbal communication
- Demonstrated expertise in the news & documentary field.
- Ability to work in a Mac work environment
- Be a deadline-driven, goal oriented, multi-tasker
- Language skills are a plus

HOW TO APPLY

<https://workforcenow.adp.com/jobs/apply/posting.html?client=VICE>