



# Media

6 job description templates  
for media roles

## Media Roles

### Job description templates

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## Reporter

### Job description

We are searching for a talented and dedicated Reporter. You will deliver top-notch stories that are well researched and crafted.

- Cover a wide variety of stories.
- Conduct impromptu and scheduled interviews.
- Plan, edit, and write stories to be broadcasted.
- Verify information provided by interviewees by conducting research.
- Finalize news content according to publishing deadlines.
- Perform the functions of a news anchor on certain occasions.
- Review finalized articles to ensure a high production quality.
- Follow news events and other media sources to stay informed.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- [X] year(s) experience in covering news stories in the field.
- A portfolio of published articles.
- Strong knowledge of media processes.
- Excellent communication and research skills.
- Charismatic and magnetic personality.
- Excellent verbal and written communication in [X] language.
- [X] degree in Journalism or relevant fields.

## Journalist

### Job description

We are looking for a dynamic Journalist. You will contribute to society by providing critical information up to the minute.

- Research frequently for interesting news aligned with the themes at hand.
- Travel to on-site locations for immediate news coverage.
- Coordinate with camera crew and other staff to capture the best overview.
- Develop relationships with news informants.
- Speak to live witnesses on the scene of breaking news.
- Make and document notes and recordings.
- Compile testimonies and footage from multiple interviews to create a story.
- Edit interviews and other data for inclusion in the final story.
- Ensure that final pieces do not contain sensitive or personally identifiable information.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- [X] year(s) experience working as a journalist or reporter.
- A strong portfolio of published articles.
- Super command of the [X] language, verbal, written ability, and knowledge of grammar structure.
- Excellent communication and observation.
- Strong work ethic and integrity.
- Ability to meet deadlines and cross-check information.
- [X] degree in Journalism or relevant fields.

## Graphic Designer

### Job description

We are looking for a seasoned Graphic Designer. You will work on a variety of projects from marketing emails to logos and web design.

- Create demos and presentations to display design concepts for clients.
- Develop methods to improve the graphic quality of company products.
- Use Adobe Photoshop, Illustrator, InDesign, Lightroom, and other applicable programs to complete projects.
- Work with an interdisciplinary team to complete final projects in a timely manner, including web design, layout, and graphic images.
- Work on a variety of marketing products (e.g. logos, images, letterheads).
- Present final products to clients and other stakeholders.
- Generate eye-catching designs that communicate the message.
- Be up-to-date with design trends and practice.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- An online portfolio that contains the best work representing your style and preference.
- Solid knowledge of design and prototype tools (e.g. Adobe, Sketch).
- [X] year(s) experience in Graphic Design.
- Ability to communicate and persuade clients during the design process.
- Excellent verbal and written communication in [X] language.
- [X] degree in Graphic Design, Visual Communication, or relevant fields.

## Editor

### Job description

We are looking for a competent Editor. You will ensure that the content is accurate and engaging enough to meet our standards of quality.

- Verify factual information contained within article submissions.
- Approve submissions for inclusion in the journal.
- Notify writers of the publication timeline, deadlines for 2nd and 3rd drafts.
- Monitor the design and aesthetic so that they meet the publication standards.
- Plan and coordinate to make sure content is delivered timely.
- Proofread and make suggested edits to submissions and discuss the changes with the authors.
- Organize the articles in a logical manner within the journal.
- Discuss ideas for new columns with board members.
- Make sure that the theme of each article is appropriate for the journal.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- [X] year(s) experience working as an editor.
- Avid reader of similar, competing journals.
- Strong attention to detail.
- Superb writing and editing skills in [X] language and familiarity with the content.
- Excellent command of MS Office, InDesign, and other publishing tools.
- A proven track record of handling a variety of publication management tasks.
- [X] degree in Journalism or relevant fields.

## Creative Director or Art Director

### Job description

We are looking for a seasoned Creative Director or Art Director. You are devoted to delivering the best customer experience with effective campaigns and concepts.

- Work with the design team to develop design ideas and concepts.
- Translate marketing strategies into campaigns that engage targeted audience and drive KPIs.
- Produce and present sketches, wireframes, storyboards and the likes to communicate early ideas.
- Review all visual assets used for marketing advertisements.
- Collaborate with a team of copywriters, designers, illustrators, and other artists, and manage deliverables within deadlines.
- Instill marketing and advertising perspectives into the company's core design principles.
- Recruit and select artistic talent for the team.
- Assist with the production of promotional events.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Solid understanding of market positioning and target audience.
- Familiarity with using Illustrator, Photoshop and/or other appropriate software to produce logos, color palettes, web layouts, etc.
- Experience as a curator is a plus.
- [X] year(s) of experience in art directing creative projects.
- Ability to manage a production team.
- Excellent communication and presentation skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Art, Design, or equivalents.

## Animator

### Job description

We're looking for a passionate Animator. You will have the chance to grow and develop your creative skill set.

- Develop timing of character movements for syncopation with soundtrack.
- Record editing sessions to build composite animation layers.
- Manage projects from start to finish according to deadlines and clients' requirements.
- Collaborate with other professionals within the production team, including character design artists, graphic designers, sound designer, art directors.
- Create storyboards to depict scripts and narratives.
- Use appropriate software to draw/design 2D and/or 3D illustrations, models, backgrounds, objects and sets.
- Illustrate detailed images for each individual frame within a storyboard.
- Maintain workstation and other sensitive equipment.

### Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

### Job requirements

- Ability to handle full-scale projects from start to finish.
- Strong knowledge of animation software like Adobe After Effect, Adobe Premier
- Excellent conceptual thinking to convey briefs to motion pictures.
- [X] year(s) working as an animator in a studio or a production team.
- Excellent verbal and written communication in [X] language.
- [X] degree in Animation or equivalent.





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