



The [Atlanta Journal-Constitution Live](#), a new event program, seeks an Associate Producer to plan and execute live editorial events both virtually and in person. Our mission is to make informative and engaging newsroom-driven content for current and new subscribers and to develop production capacity within the organization.

Events may include conversations with legislators, panel discussions, social and co-sponsored events, and day-long symposia; they may be virtual, in person or hybrid. We're looking for a producer with experience planning events of varying sizes at all stages of production, from conception and pre-event planning to on-site execution and post-event analysis. Experience in journalism and navigating the newsroom is a plus.

Responsibilities include:

- Event production, including venue planning and site visits, when necessary
- Managing technical aspects, pre- through post-production, of all content
- Managing speaker scheduling, details and communications relating to their appearance
- Overseeing design and production of promotional materials, programs, signage, etc.
- Managing expenses to budget and submitting invoices
- Running post-event evaluation, including data entry and analysis, and producing reports for stakeholders
- Working closely with the revenue team to develop sponsorship packages and deliver on all sponsor activation needs
- Anticipating needs and troubleshooting to ensure that all events run smoothly

An ideal candidate will have:

- Strong writing and communication skills with a good copy-editing eye
- Ability to juggle and prioritize many projects simultaneously with an eye on the big picture

- A detail-oriented approach with a commitment to getting the job done well and on-schedule
- Strong discretion and courtesy when dealing with all contacts, relationships, and the public
- The ability to remain cool under pressure and work well both independently and on teams
- Facility with Splash, an events marketing platform, is a plus
- Experience in journalism, fact-based storytelling or broadcast news is a big plus

This is a contract position for 30+ hours/ week. It may require occasional evening and weekend events. Pay rate is \$35/hour. Preference for Atlanta-area applicants but open to remote. The contract will run to the end of 2022, with a potential extension in 2023 pending budget allocation.

Interested? Email live@ajc.com. Feel free to email with questions about the role or AJC Live, as well.