

Coordinators, with their wide and varied experience in the field, help improve the coverage of different events properly.

### **CHIEF REPORTER :**

Chief reporter is the head of the reporting wing of any media house. He/She is responsible for the better coverage of the newspapers he/she belongs to. He/she decides all matters relating to the coverage of events in and around the city. He/She distributes the fixed assignments of the day to different reporters according to the merit of the individual reporter and the type of assignment. He/She knows the pulse of the reporting team and allocate duties to them according to their respective skill.

He /she plans the fixed programmes in advance in the previous night to ensure that the available manpower is utilized properly without any hitch. The chief reporter knows how to utilise the available human resources in the department for smooth and wide coverage for producing a good, comprehensive and attractive newspaper in the next day. He/She generally has wide experience and must have worked earlier in the profession and understand the need of his/her department in a challenging situation. He/She has command over his/her department and arrives in the office well before noon and take stock of the overall situation of the previous day and compare the job done with other competitive organisations and revise his/her strategy according to the situation. He/She holds meeting in the early hours with his/her reporting team members particularly with those, who are available in the office. Most of the reporters go to cover different assignments from early hours of the day, which are allocated on the previous night. He/She deploys reporters in suitable work as situation changes in any particular day. Scheduled programmes are planned in

advance but unschedule incidents particularly the accidents and other similar events or the sudden arrival of a VVIP in the town should not caught him/her unaware and the new development do not unnerve the chief reporter as he/she is an old hand in dealing with such situation He/She has wide contact in different spheres including in the Police department, government offices, political parties and other leading personalities in the town to meet any emergency situation.

Even when something unusual thing happen late in the night he/she knows how to tackle even such issues at the very late hours and at ease .He/She retains the control and direct fellow reporters to do according to the need of the hour .He/She also knows whom to be contacted and take up the cudgel either personally going to the office or conduct the work from his/her residence essentially to ensure that there should not be any loss of time at a time when the deadline for printing the newspaper is approaching very fast.

He/She also remains in close touch with other senior people like the news editor, coordinator or the chief of bureau to facilitate the crucial job done smoothly .He/She also maintains good rapport with the Editor of the publications to keep him/her posted with everything happening without any problem.

### **SPECIAL CORRESPONDENT :**

Special Correspondents are very senior and experienced persons placed in different positions in the media set up including in telecasting and broadcasting organisations.

Special Correspondents have bigger responsibility in the media organisations who are deployed to cover very important assignments in all types of media organisations for the coverage