**WEB EDITOR/PRODUCER**

**REPORTS TO:**  News Director

**FSLA Classification** Non-exempt

**Version** 1.2

**Summary Position Statement**

Alaska Public Media makes a more connected life possible for all Alaskans through excellence in public broadcasting.

The web editor is responsible for the online presence of Alaska Public Media’s award-winning newsroom. He or she is responsible for gathering, preparing and posting news material to the Alaska Public Media website, and to help manage ongoing development of the website.

**The Web Editor will:**

* Edit and post APRN member stations’ material to our site and to help coordinate, facilitate and edit, if necessary, material contributed by Alaska Public Media.
* Edit and post stories, photos, videos, graphics or multimedia packages in a timely and efficient manner to alaskapublic.org
* Adapt alaskapublic.org to highlight particular reporting initiatives and radio/TV content
* Help troubleshoot, revise, enhance and redesign alaskapublic.org as needed
* Maintain a vigorous social media presence
* Generate web traffic using social media and search engine optimization
* Write clean copy on deadline and abide by AP style
* Copy-edit web content and tweak headlines as needed
* Exercise sound news judgement
* Generate and curate web-only content. Additionally, watching for and posting breaking news
* Stay connected to online audience with the intent of garnering news leads

**Preferred qualifications:**

* 2-5  years work experience in digital journalism with 2 – 3 years editing experience
* Basic programming skills, or an intimate familiarity with WordPress
* Experience maintaining a vigorous social media presence over Facebook and Twitter
* Experience working on data journalism projects
* Experience implementing SEO strategy
* Ability to capture, edit and produce reported news stories

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, walk, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.

The employee is occasionally required to stoop, kneel, crouch, crawl or run and to do so in inclement weather.

The employee must regularly lift and/or move up to 50 pounds.

Moreover, the employee:

* Must be able to type using a computer keyboard.
* Must be able to operate various electronic devices including recording, video and photography equipment.
* Must be able to hear audio and to see video.
* Must be able to work at a computer or audio equipment for long stretches of time.
* Must be able to work in a fluid, deadline-driven environment.
* Travel throughout the state and nearby regions, including remote areas, by car, boat or plane.

**Work Environment**

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing office functions of this job. However, the job requires extensive field work and will at times require travel to remote locations. Weather conditions and lodging accommodations will vary greatly in these settings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.