**JOB DESCRIPTION**

**Title** Southcentral Reporter **II**

**Reports To** News Director

**FLSA Status** Hourly

**Version 1**

**Revised** 23 May, 2014

**Summary Position Statement**

The Southcentral reporter is responsible for reporting on important stories in Southcentral Alaska (Anchorage and surrounding areas) for KSKA-FM, KAKM-TV, Alaska Public Radio Network, and Alaskapublic.org.

The reporter will be proficient in reporting, writing, editing, and preparing stories for radio, TV and the Web; keeping up with current events; and working in a social media environment. The reporter will uphold the highest journalistic standards and ethics, and work professionally with APTI colleagues and the public.

**The Southcentral Reporter will:**

* Report and produce news and feature stories for KSKA-FM, KAKM-TV, Alaska Public Radio Network, and Alaskapublic.org.
* Capture audio, shoot photographs and video, and edit multimedia packages.
* Post news stories and other material on Alaskapublic.org.
* Take part in various news, public affairs and election programs for radio, TV and Web.
* Periodically host or anchor news or public affairs programs.
* Help implement social media initiatives – such as Facebook and Twitter.
* Collaborate with other APTI staff on various news and public affairs projects.
* Work comfortably in a team-based environment.
* Meet deadlines, abide by AP style, and uphold professional journalistic standards.

The reporter will report to the news director but work closely with other APTI staff.

**Essential Duties and Responsibilities**

* Stay current with city government issue, including reporting on the Mayor’s office and Assembly meetings and actions.
* Stay abreast of important issues and trends in Anchorage and Southcentral Alaska.
* Report and produce stories in a platform-neutral environment.
* Capture audio, shoot photographs and video, and edit multimedia packages.
* Take part in various news, public affairs and election programs for radio, TV and Web.
* Periodically host news or public affairs programs.
* Other duties as assigned.

**Essential Knowledge/Skills**

* Report news and features on a wide variety of topics.
* Perform in a fast-paced, dynamic and deadline-driven news environment.
* Stay abreast of contemporary broadcast and Web trends.
* Keep current with Alaska news and current events.
* Multitask and work across multiple media platforms.
* Work collegially in a team-based atmosphere.
* Adhere to acceptable journalistic styles and practices.

**Required Qualifications**

* Experience working in a news, communication, publication, broadcast or Web environment.
* Ability to work collegially with multiple stakeholders and audiences.
* Ability to work in a team-based organization.
* Application of high journalistic standards and news judgment.
* Must have 3 – 5 years experience.

**Preferred Qualifications**

* Bachelors Degree.
* Skill in on-air performance and audio production.
* Understanding of reporting (writing, photography, video) for the Web.
* Competency in broadcasting operations and editing (audio, video, photo) software.
* Familiarity with public radio news and programming.

**Employee Expectations**

* Detail oriented with ability to manage multiple tasks.
* Flexible, adaptable and proven ability to work in a deadline-driven environment.
* Must be able to work various hours including, nights weekends and holidays.
* Must have access to reliable transportation, including during inclement weather.
* Must be able to use recorders, cameras, broadcast equipment and editing software.

**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.

**Work Environment**

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job.

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.

Apply with cover letter and resume to [hr@alaskapublic.org](mailto:hr@alaskapublic.org). or hard copy to HR, Alaska Public Media, 3877 University Drive, Anchorage AK 99508

Alaska Public Media is EOE. Women and minorities are urged to apply.

This position is open until filled.