

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
M 907.550.8400
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Title: Statewide Morning News Reporter/Producer
Reports to: News & Public Affairs Director
FSLA Status: Exempt
Version: 2.1

The Statewide Morning News Reporter/Producer is responsible for writing, editing and producing statewide morning newscasts that reflect the pertinent stories of the day from across Alaska. The Statewide Morning News Reporter/Producer must have excellent news judgment and be able to confidently determine the best mix of stories for a statewide audience. The AM reporter/producer will monitor Alaska Public media's Statewide News Service station reports, AP, other state news organizations and social media for the most current morning news. Daily morning newscasts to be produced for all platforms and networks of Alaska Public Media, the source of NPR radio, PBS television for South Central Alaska and the stewards of Alaska Public Media's Statewide News Service. This position also requires general assignment reporting after the AM news cycle is complete.

Essential Functions:

The Statewide Morning News Reporter/Producer will:

- Report and produce newscasts, spot and feature stories for Alaska Public Media.
- Capture audio, shoot photographs and video, and edit multimedia packages.
- Post news stories and other material.
- 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 Alaska Public Media staff on various news and public affairs projects.
- Work collegially in a team-based environment.
- Meet deadlines, abide by AP style, AKPM style and rules and uphold professional journalistic standards.
- The reporter will report to the News Director and work daily with the Editor/Producer and other Alaska Public Media staff

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Duties and Responsibilities:

In addition to the above functions, the Statewide Morning News Reporter/Producer will:

- Report, edit and produce stories in platform-neutral environment.
- Stay current with statewide issues for AM news production.
- Stay abreast of story advances and trends throughout the state.
- 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.
- 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.
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Required Qualifications:

- Must be able to use recorders, cameras, broadcast equipment and editing software.
- Ability to work collegially with multiple stakeholders and audiences.
- 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 see video.
- Must be able to work in a fluid, deadline-driven environment.
- Must have reliable transportation, including inclement weather.
- Must be able to work various hours including nights, weekends, and holidays.

Desired Qualifications:

- Bachelor's Degree or commensurate experience.
- Skill in on-air performance and audio production.
- Understanding reporting (writing, photography, video) for Web.
- Competency in broadcasting operations and editing (audio, video, photo) software.
- Familiarity with public radio news and programming.

Allowable Substitution

If necessary, alternative combinations of education and experience to be evaluated by the Human Resources Office for comparability.

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Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations
- Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

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.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. Must be able to use keyboard and mouse. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

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The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

To apply send resume and cover letter to hr@alaskapublic.org