

**ALASKA PUBLIC MEDIA**  
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**Title:** Statewide News Editor & Producer  
**Reports to:** Director of News & Public Affairs  
**FSLA Status:** Exempt  
**Version:** 1.2

Alaska Public Media (AKPM) seeks a Statewide News Editor & Producer. Serving under general supervision of the Director of News & Public Affairs, the Statewide News Editor & Producer will be responsible for gathering top stories from across the state driving day-to-day reporting on all AKPM distribution platforms: radio, television, web, and social media. Specific Alaska Public Media broadcast programs include Alaska Morning News, Alaska Economic Report, Alaska News Nightly, and Talk of Alaska. Back up hosting of programs will occur as needed. Television content includes public affairs, community forums, and debates. AKPM continues to develop, transform, and grow web and social media content.

This position requires a working knowledge of the important issues facing Alaska, including emerging trends in economic, political, and cultural aspects of life in the state. A primary function will be editing stories from a statewide mix of reporters. In consultation with the Director of News & Public Affairs, this position will continue building collaborations with public broadcasting stations while assisting with research and fact checking for content accuracy in radio, television, and online copy on a daily basis. AKPM is the source for NPR radio and PBS television for South Central Alaska and stewards a statewide news service.

### **Essential Functions**

The Statewide News Editor & Producer works collaboratively with an expanding content team to provide news and public affairs information that is essential for listeners, viewers, and readers.

The Statewide News Editor & Producer will:

- Gather, edit and produce news, features, and special reports for use by member stations, AKPM, and other regional and national news programs as these opportunities arise.
- Maintain daily communication with network stations seeking material for newscasts and advice on determining the day's top news for distribution across all platforms.
- Serve as mentor and editor for member station reporters, developing statewide capacity in reporting, editing, production and web presence. Especially in one-person newsrooms.
- Develop and maintain a current database of contacts for station reporters and freelancers as well as local, state and national officials.

- Directly supervise web editor and ensure timely online coverage of breaking and news based content on web and social media platforms.
- Lead, oversee, and edit online news copy, photos, and social media presence.
- Serve as editor and producer for all Alaska Public Media broadcast programs including Alaska Morning News, Alaska Economic Report, Alaska News Nightly, and Talk of Alaska.
- Provide production leadership and editorial guidance in building televised public affairs, community forums, and debates.
- Assist the Director of News & Public Affairs in planning for future coverage events, developing reporting initiatives and assist in developing an ongoing digital media strategy, reps

### **Duties and Responsibilities**

In addition to the above functions, the Statewide News Editor & Producer will:

- Professionally represent AKPM in partnership with the Director of News & Public Affairs when collaborating with network member stations.
- Perform other duties as assigned.

### **Required Qualifications**

- Commitment to mission, vision, and values of Alaska Public Media.
- Bachelor's degree in journalism or commensurate experience.
- Broad understanding of non-profit public media news gathering and content production on radio, television, web, and social media platforms.
- Five to seven years' broadcast journalism to include radio and/or television editing experience.
- Strong written and oral skills.

### **Desired Qualifications**

- Prior public radio and/or public television journalism, public affairs, production, and editing experience.
- Bachelor's degree in broadcast journalism.
- Five years' experience.

### **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.
- Effective at planning, assessing, performing, and evaluating.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products (word processor, presentation, spreadsheet), custom software packages, internet, and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgment for the prompt completion or 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 feel; reach with hands and arms; talk and hear. 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.

The noise level in the work environment is usually moderate. Alaska Public Media is an equal opportunity employer.

To apply, send cover letter and resume, in Word or pdf format only, to [hr@alaskapublic.org](mailto:hr@alaskapublic.org)  
\_Samples of work product helpful but not required.

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