

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
M 907.550.8400
F 907.550.8401



Title: AM Producer/Reporter
Reports to: News Director
FSLA Status: Exempt
Version: 1.3

Summary Statement:

Alaska Public Media is looking for a Producer/Reporter to join our fast-paced newsroom as a news producer and reporter. The AM Producer/Reporter will provide production assistance to the on air team, editing interviews, booking guests and producing content. The AM Producer/reporter will pitch, write and produce metro stories that reflect the pertinent news of the day in Southcentral Alaska. The AM Producer/Reporter must have excellent news judgment and be able to write and post content during breaking news events and assist on air hosts with forward promotion as well as editing content to fit the ME and ATC clocks when needed. The position will fill in as anchor for statewide morning news when the regular host is on vacation.

AKPM is the source for NPR radio and PBS television for South Central Alaska and stewards the statewide news.

Essential Functions:

The AM Reporter/Producer will:

- Report and produce news, spot and feature stories for Alaska Public Media and Alaskapublic.org.
- Provide production assistance for story placement, booking and editing host interviews for news programs and maintaining an online daybook as assigned by News Director or Senior Editor.
- Post news stories and other material on Alaskapublic.org and other social media.
- Capture audio, shoot photographs and video, and edit multimedia packages.
- Take part in various news, public affairs and election programs for radio, television 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.
- Meet deadlines, abide by AP style, and uphold professional journalistic standards.
- Work collegially in a team-based environment.

Duties and Responsibilities:

In addition to the above functions, the AM Reporter/Producer will:

- Report, edit, promote and produce stories in a platform-neutral environment.
- Research and book program guests and write sample questions for hosts.

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
M 907.550.8400
F 907.550.8401



- Keep abreast of statewide, stories, trends and issues.
- Take part in various news, public affairs and election programs for radio, TV and Web.
- Report, edit, promote and produce stories in a platform-neutral environment.
- Research and book program guests and write sample questions for hosts.
- Keep abreast of statewide, stories, trends and issues.
- Take part in various news, public affairs and election programs for radio, TV and Web.
- Perform in a fast-paced, dynamic and deadline-driven news environment.
- Stay abreast of contemporary broadcast and Web trends.
- Adhere to acceptable journalistic styles and practices.
- Other duties as assigned.

Required Qualifications:

- Experience working in a news, communication, publication, broadcast or Web environment.
- Ability to display sound news judgment.
- Ability to perform and adapt in a fast-paced, dynamic news environment.
- 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 broadcast equipment for long stretches of time.
- Must have excellent communication skills both verbally and written format.
- Apply high standards and journalistic principles.

Desired Qualifications:

- Bachelor's Degree.
- Two years' experience working in television, film industry, video production or radio.
- Skill in on-air performance and audio production.
- Understanding of reporting (writing, photography, video) for the Web.
- Experience working in public media.

Allowable Substitution

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

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.

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
M 907.550.8400
F 907.550.8401



- 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:

- 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 valid driver's license and be insurable with 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.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; 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. Field conditions may vary.

Alaska Public Media is an equal opportunity employer.

Send cover letter and resume to hr@alaskapublic.org