Anchorage is home to nearly half of the state’s population. The Anchorage Reporter is responsible for reporting on local government, public policy and city life in Anchorage and surrounding areas for Alaska Public Media; the source of NPR radio, PBS television for South Central Alaska and stewards of the statewide news service. This is a chance for an ambitious journalist to report on a dynamic northern city at a high stakes time for everything from climate change to the economy.

The reporter will be proficient in reporting, writing, editing, and preparing stories for radio, TV and online; 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 Alaska Public Media colleagues and the public.

Essential Functions:

The Anchorage Reporter will:

➢ Continually generate quality story ideas that go beyond basic news and delve deep into high stakes and engaging issues that will help determine the future of our region and state.
➢ Produce in depth and quick turn stories on the issues that resonate for audiences in and beyond Alaska.
➢ Report and produce news and feature stories for Alaska Public Media in a platform neutral environment.
➢ Capture audio, shoot photographs and video, and edit multimedia packages.
➢ Post news stories and other material on Alaska public.org, re-writing when necessary for the online format.
➢ Take part in various news, public affairs and election programs for radio, TV and Web.
➢ Periodically host or anchor news or public affairs programs.
➢ Collaborate with other AKPM 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.

Duties and Responsibilities:
In addition to the above functions, the South Central Reporter will:

➢ Stay current with city government issues, including reporting on the Mayor’s office and Assembly meetings and actions.
➢ Understand and stay current with local military affairs.
➢ Report news and features on a wide variety of topics.
➢ Perform in a deadline-driven news environment.
➢ Keep current with Alaska news and current events.
➢ Ability to multitask and work across multiple media platforms.
➢ Work collegially in a team-based atmosphere.
➢ Adhere to professional journalistic styles and practices, including, but not limited to Alaska Public Media styles and rules.
➢ Other duties as assigned.

Required Qualifications:
➢ Experience working in a news, communication, publication, broadcast or Web environment.
➢ Ability to work collegially with multiple stakeholders and audiences.
➢ 3 - 5 years experience working in a newsroom or reporting experience for a media company.

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 programming.

Allowable Substitution
If necessary, alternative combinations of education and experience will 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.
➢ 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. 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.

I, ________________________________________ received a copy of this job description on ____________

(Print Name) (Date)

Employee’s signature______________________________________________________________