

## **JOB DESCRIPTION**

<b>Title</b>	Program Producer
<b>Reports To</b>	News Director
<b>FLSA Status</b>	Hourly
<b>Version</b>	3.0
<b>Revised</b>	September 24, 2020

### **Summary Position Statement**

Alaska Public Media is looking for a Program Producer to join our fast-paced newsroom. The Program Producer will provide production assistance to the on-air team, booking guests, editing interviews and producing content. The Program Producer will research and develop current event pitches and suggested guest lists for the weekly statewide radio programs, Talk of Alaska and Line One: Your Health Connection, as well as the weekly television program Alaska Insight. The Program Producer will also assist with logistics and booking for occasional community discussions, as well as candidate forums and debates during election years.

The Program Producer must have excellent news judgment and be able to write and post content to the website and social media during live programs and breaking news events and assist on-air hosts with forward promotion as well as editing content for possible inclusion in Alaska News Nightly and/or Alaska Morning News.

### **The Program Producer will:**

- Research and develop program ideas and guest contact documents that reflect the pertinent, current issues in Alaska.
- Pre-interview potential program guests.
- Assist in booking guests for in-studio time and coordinate video shoot schedules with the Director of Production.
- Provide production assistance to program hosts during live broadcasts that includes follow up suggestions and program call screening and selection.
- Engage with audience on social media before, during and after live programs.

- Edit host interviews and program content for inclusion in other news programs and maintain an online editorial calendar for programs as assigned by News Director or Senior Editor.
- Edit, voice, repackage AKPM and network reporter stories for daily placement on KSKA during All Things Considered and news updates throughout the day.
- Produce a daily, digital newsletter featuring top stories and photos to build audience engagement.
- Post news stories and other material on Alaskapublic.org and other digital platforms.
- 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.
- Periodically provide back up support to fill in on live shows as board operator.
- Implement social media initiatives for programs –on platforms like Facebook and Twitter, Instagram and YouTube.
- 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.
- The Program Producer/researcher will report, edit, promote and produce stories in a platform-neutral environment.

### **Essential Duties and Responsibilities**

- Research and book program guests and write sample questions for hosts.
- Develop and nurture engagement through social media to build audience anticipation for upcoming programs.
- 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.
- Other duties as assigned.

### **Essential Knowledge/Skills**

- Perform in a fast-paced, dynamic and deadline-driven news environment.
- Stay abreast of contemporary broadcast and Web trends.
- Multitask and work across multiple media platforms.
- Adhere to acceptable journalistic styles and practices.

## **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.

## **Preferred Qualifications**

- Bachelors Degree.
- Two years experience working in television, film industry, video production or radio.
- Skill in on-air performance and audio production.
- Understanding of reporting for the Web.
- Experience working in public media.

## **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. 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 in and out of a studio.
- Must be able to hear audio and to see video.
- Must be able to work at a computer or with audio equipment for long stretches.
- Must be able to work in a fluid, deadline-driven environment.
- Must be able to maintain a high quality of work product.

### **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. Field conditions may vary.