

**ALASKA PUBLIC MEDIA**  
3877 University Drive  
Anchorage, Alaska 99508  
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**Title:** Statewide Morning News Host/Reporter  
**Reports to:** News & Public Affairs Director  
**FSLA Status:** Exempt  
**Version:** 1.1

The Statewide Morning News Host/Reporter is responsible for writing, producing and hosting morning newscasts that include the most important stories from across Alaska. This is a chance to deliver the news to listeners in every corner of the state, during the most listened to time of the day. You'll be part of an award winning and collaborative news team. We're looking for someone with excellent news judgment who can confidently determine the best mix of stories for a statewide audience. This position also requires general assignment reporting after the AM news cycle is complete.

AKPM is the source for NPR radio and PBS television for Southcentral Alaska and stewards the public media statewide news collaboration

**Essential Functions:**

The Statewide Morning News Host/Reporter 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.
- Report, edit and produce newscasts and news briefs.
- Produce a weekly economic report, which consists of one in depth story or interview on a timely economic issue.
- Report spot and feature stories for Alaska Public Media.
- Post news stories and other material to Alaska Public Media's website.
- 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.

**Duties and Responsibilities:**

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

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- Report, edit and produce stories in a platform-neutral environment.
- Stay current with statewide issues for AM news production.
- Stay abreast of story advances and trends throughout the state.
- Take part in various news, public affairs and election programs for radio, TV and Web.
- 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.

#### **Required Qualifications:**

- Must be able to use audio 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.

#### **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.

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- 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.
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**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 \_\_\_\_\_

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