

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
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Title: Content Intern
Reports to: FM Operations Manager and Director of Production
FSLA Status:
Version

Description:

Alaska Public Media harnesses the power of multiple media platforms to make a more informed and connected life possible for all Alaskans. Alaska Public Media produces and presents news and content that provides lifelong learning opportunities in public affairs, health and leisure, science and nature, economic and social development, civic engagement, and world events. The Content Intern assists both the FM and TV Production teams with studio and field video production, audio and video editing, analytics, and content inventory. This opportunity allows AKPM to teach the next generation of TV/Radio broadcasters by providing professional, hands-on training in these fields while the Content Intern provides valuable, first-hand insight into the community that they're a part of. Alaska Public Media is an equal opportunity employer.

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

FM Responsibilities:

- Perform audio operations including recording, editing, promos, and finalizing audio.
- Support the development of programming and development teams messaging, recording, editing audio to air on FM and assist with all content distribution platforms.
- Assist FM colleagues with regular operations support.
- Record, mix and edit audio productions, promotions, underwriting announcements, sound effects, and musical selections.
- Work across all delivery platforms - radio, web, social media, and television.
- Assist in updating the audio database and inventory.

Production Responsibilities:

- Assist in acquiring promotion material for editing.
- Perform program editing and file preparation for online content delivery.
- Perform duties during production including and not limited to operating studio teleprompter, camera operation, audio, graphics, and switching.
- Research story topics and ideas independently and assist with shoots/interviews.
- Shoot photographs and video as directed by the Director of Production.
- Cobrand national TV promos for local broadcast TV.

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- Organize files, compile footage stringers, log video, conduct inventories.
- Review/compile web analytics from social media platforms.
- Conduct pre-interviews with subjects via telephone or zoom.
- Assist and train with Master Control as necessary to get a broad understanding of operations.

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.
- Work in a fast-paced broadcast environment with multiple sources of media.
- 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 judgment 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 studio and office environment and representative of those an employee may encounter 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.