

ALASKA PUBLIC MEDIA
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Title: Web Producer/ Breaking News Reporter
Reports to: Managing Editor, Digital
FSLA Status Exempt

Alaska Public Media is searching for a creative and motivated web producer to join our digital team. We're looking for a well-rounded journalist with sound news judgment who considers the entire story when packaging it for online — writing great headlines, selecting eye-catching images and crafting share lines for social media. You'll help lead our rapidly-growing newsletter — a daily roundup of news stories, sent each weekday. We will also depend on you to write breaking news stories. You will anchor our online coverage, helping to report and write stories, and coordinating with editors about packaging the news for radio.

Our ideal candidate to join the team is organized, detail-oriented and self-motivated. Someone who makes things happen. Someone who has big ideas for growing our newsletter, our digital audience and our membership. We will help you see those ideas through.

Duties and Responsibilities:

The Statewide Web Producer/ Breaking News Reporter will:

- Crafting Alaska Public Media's newsletter each weekday.
- Working closely with our digital managing editor to create and execute daily plans for publishing content across our digital platforms.
- Monitoring news reports from our partner stations statewide, as well as national news.
- Preparing Alaska Public Media stories for online publication — pulling content into our content management system, as well as writing and/or editing headlines, story summaries and photo captions.
- Managing news content on Alaska Public Media's social media accounts.
- Reporting on breaking news.

- Fill in Alaska News Nightly producer.
- Other duties as assigned.

Required Qualifications:

- 2-3 years reporting and/or web producing experience
- Great copy editing and writing skills. Knowledge of AP style.
- Sound news judgment
- Initiative
- A willingness to learn and track analytics for alaskapublic.org and our social media channels

Desired Qualifications:

- Bachelors' Degree in Communication, Journalism, Broadcasting or related field.
- 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.
- 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; 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.