

**Title:**

**News and Public Affairs Producer**

**Department:**

News

**Reports to:**

V.P. Journalism

**FLSA Status:**

Full-time, Exempt.

**Salary:**

\$57,000 - \$60,000 DOE

**Job Summary Statement:**

Alaska Public Media is looking for a News and Public Affairs Producer to join our fast-paced newsroom to help shape our statewide call-in programs and daily newscasts.

In this role, you'll produce Alaska News Nightly, our daily evening newscast heard across the state, help produce Alaska Morning News, and provide critical production support for two weekly call-in programs: Talk of Alaska and Line One: Your Health Connection.

You'll need sharp news judgement and the ability to move fast and think on your feet. If you thrive in a dynamic environment where you're juggling multiple live programs, making real-time editorial decisions, and connecting Alaskans to the stories that matter most, this role is for you.

**Essential Duties and Responsibilities**

- Research and book program guests and conduct pre-interviews for hosts.
- Maintain an online editorial calendar for programs
- Develop and nurture engagement through platforms like Harken and social media to build audience 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.
- Provide production assistance to program hosts during live broadcasts that includes follow-up suggestions and program call screening and selection.
- Periodically fill in host or anchor news or public affairs programs.
- Other duties as assigned.

**Required Qualifications:**

- At least three years experience working in radio, television or video production.
- Skill in on-air performance and audio production.

**Desired Qualifications:**

- Experience working in public media.
- Bachelor's Degree in journalism or communications.

**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.
- 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 a valid driver's license and be insurable with access to reliable transportation, including during inclement weather.
- Must be able to use recorders, cameras and editing software.

**Who We Are:**

Alaska Public Media (AKPM) is a broad-based public media organization that delivers television, radio, and web content. AKPM is the source for NPR radio and PBS television for Southcentral Alaska and stewards the public media statewide news collaboration.

**Employee Expectations:**

Must be able to work in a constantly changing environment with demonstrated ability to prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

**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.

AKPM is committed to helping employees face the demands of juggling work, family and personal obligations by offering a number of possible remote and flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing AKPM to maintain a progressive and productive work environment.

This position will be considered for remote and/or flexible work arrangements on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve AKPM as a whole with increased productivity at no expense to quality output.

Alaska Public Media is an equal opportunity employer and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.