KOAHNIC BROADCAST CORPORATION (KBC)
JOB DESCRIPTION

JOB TITLE: News & Public Affairs Producer       DATE: 7/5/2022
FLSA: Non-Exempt, Full Time                    DEPARTMENT: Stations Ops/ KNBA
REPORTS TO: Director of Programming & Operations  WAGE: $21-$28
LOCATION: Anchorage, Alaska 99508

GENERAL FUNCTIONS:
The News & Public Affairs Producer leads and manages the planning, production, and presentation of daily multimedia news for the KNBA radio broadcast schedule, website and social media. Producer will produce and host a daily 5-minute Alaska Native newscast and other special productions. The News & Public Affairs Producer maintains ethical, editorial, artistic, and technical standards for KNBA’s broadcast and digital news programming.

HOURS:
Full time, 8:00 am – 5:00 pm

ESSENTIAL JOB RESPONSIBILITIES AND DUTY EXAMPLES:

• Serves as producer and host of a 5-minute daily Alaska Native newscast
• Amplify the newscast with daily social media, website posting and newsletter distribution
• Meet deadlines, uphold professional journalistic standards, and adhere to KBC’s code of ethics while working professionally with KBC colleagues and the public
• Contributes to scheduling of live public affair interviews during Morning Show
• Contributes local/state content to KBC’s National News department as available
• Producer, Host, & Editorial lead for News content developed for annual AFN broadcast and other special broadcasts
• Assists managing performance of station related news productions as assigned
• Assists managing performance of station production systems and facility
• Trains youth producers, volunteer programmers, and interns
• Contributes to newsletter(s)
• Utilizes web tools to post digital campaigns and underwriting banner ads according to work orders
• Ability to multitask and work across multiple multimedia platforms
• Capture audio, shoot photographs and video, and edit multimedia packages
• Other duties as assigned
KNOWLEDGE, SKILLS AND ABILITIES

• 1-3 years demonstrated experience in broadcast news and in a web environment as producer/director/reporter covering politics, news and public affairs
• The reporter will be proficient in reporting, writing, editing, taking photographs and videos while preparing stories for radio, web, and social media distribution
• Demonstrated ability to conduct thorough research and interviews, assess news and make editorial judgments.
• Ability to work collegially with multiple stakeholders and audiences.
• Competency in broadcasting operations and editing (audio, video, photo) software.
• Knowledge of the mission of KNBA, public radio programming, and a strong understanding of Alaska Native issues.
• Must have exceptional writing, oral, and voicing skills.
• Demonstrated ability to use web tools to engage with a wide range of users.
• Bachelor’s degree in journalism or communication, or commensurate experience
• 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
• Must be able to lift and/or move up to 50 pounds.

DEADLINE TO APPLY: July 15th, 2022

TO APPLY: Submit a cover letter, resume and 3 references, a sample of work, and a completed KBC Application for Employment (located at https://www.knba.org/employment#stream/0) to HR@knba.org. Koahnic Broadcast Corporation is an equal opportunity employer.