

ALASKA PUBLIC MEDIA
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Title: News and Public Affairs Producer
Department: News
Reports to: Chief Editor and V.P. Journalism
FLSA Status: Full-time, Exempt
Salary: \$57,000 - \$60,000 DOE
Version: 1.0

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, pre-produce the line up for Alaska Morning News, and produce two weekly call-in radio 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.

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

Essential Duties and Responsibilities

- Craft show rundowns for Alaska News Nightly and Alaska Morning News.
- Research and book program guests for Talk of Alaska and Line One and conduct pre-interviews for hosts.
- Maintain an online editorial calendar for programs.
- Write tease and promo copy and post shows online.
- Develop and nurture engagement through platforms like Hearken and social media to build audience for upcoming programs.
- Keep abreast of statewide stories, trends and issues.
- Support additional news, public affairs and election programs for radio, TV and Digital.
- Provide production assistance to program hosts during live broadcasts. Periodically fill in host or anchor news or public affairs programs.
- Other duties as assigned.

Required Qualifications:

- At least three years of experience working in news reporting or producing.
- Flexible, adaptable and proven ability to work in a deadline-driven environment.
- Understanding of basic production equipment, editing processes, and post-production workflows.
- Strong networking skills and the ability to manage diverse personality types.
- Must communicate in English both verbally and in writing.

Desired Qualifications:

- Bachelor's Degree in journalism or communication.
- Experience working in public media.
- Experience with Adobe Creative Suite, primarily Adobe Audition.
- Comfortable behind a microphone and being live on air.
- Proficient in audio production, editing and mixing audio files for broadcast.

Allowable substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, NPR, and PBS rules and regulations
- Communicate effectively.
- Detail-oriented with ability to manage multiple tasks.
- 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.
- 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.
- Must be able to use audio recorders, cameras and editing software, like Adobe Audition.

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.

Alaska Public Media is an equal opportunity employer.