ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
M 907.550.8400
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ALASKA PUBLIC MEDIA
KAKM–TV | KSKA 91.1 | APRN
alaskapublic.org

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|---|---|
| Title: | Chief Editor & Vice President of Journalism |
| Department: | News |
| Reports to: | President & CEO |
| FLSA Status | Exempt |
| Wage: | $105K-$120K |
| Version | 2.1 |

The Chief Editor & Vice President of Journalism serves as the principal news and public affairs leader of a broad-based public media organization that delivers television, radio, streaming, digital, and web content. The Chief Editor & Vice President of Journalism provides leadership for the annual planning, budgeting, capacity building and on-air production of newscasts and public affairs programs. The Chief Editor & Senior Vice President of Journalism leads a team of editors in planning news coverage and determining annual editorial calendar; oversees all news initiatives and collaborates on public affairs initiatives with the Chief Operating Officer & Senior Vice President of Content.

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**:
The Chief Editor & Vice President of Journalism will:

- Lead the AKPM Editorial Team that recruits, hires and supervises the news producer and hosts, student interns, and grant-funded news staff assigned to special coverage.
- Collaboratively lead the AKPM Editorial Team to direct the activities of the news staff to develop story ideas and special projects, track issues and events.
- Provide accountability and oversight for supervising and training departmental employees.
- Develop and maintain collaborative partnerships with other media organizations and supporting organizations such as NPR, PBS, Alaska Press Club, and ACE-J.
- Maintain and executive a comprehensive plan for assuring diversity in the selection of staff, sources and stories.
- Provide oversight for the collection, evaluation, and adaptation of news and public affairs items for incorporation into on-air and/or online content.
- Serve as an executive editor to back up and support Editorial Team to insure news reports are produced in an effective, timely, and responsible manner.
- Serve as a backup host for AKPM's statewide public affairs television and radio programs and special projects such as moderator for Debate for the State.

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- Seek opportunities to promote public contact to help ascertain public needs, build community engagement and bolster station success.
- Participate in station events and fundraising activities as appropriate.

**Responsibilities and secondary skills**:
In addition to the above functions, the Chief Editor & Vice President of Journalism will:

- Stay abreast of news and public affairs radio and television program production.
- Act as proactive liaison to various internal and external constituencies to advance the station's news and public affairs programming. These may include the station programming, operations and development staffs. Also may include other appropriate organizations such as PBS, NPR, APM, and PRX.
- As part of the news team, may contribute content on a regular basis; host newscasts, talk programs, appear as a program guest, and produce various spots, features, special programs, web content, etc.
- Ensure the gathering and production of news content on-air and online.
- Lead the use of digital tools to enhance news gathering and dissemination.
- Interact with senior management in the development, implementation and maintenance of policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Participate in the development and management of annual operating budgets.
- Serves on search committees and other employment related committees as required.

**Required Qualifications**:

- Bachelor's Degree or commensurate experience.
- 10+ years' full-time professional experience in journalism, preferably multi-platform news environment.
- Familiarity with public media news, TV and/or radio and web programming standards and values.
- Broad knowledge of local and regional issues.
- Experience in broadcast production, web content, news writing and news editing.

**Desired Qualifications:**

- Skill in the use of journalistic research methods and techniques.
- Knowledge of laws, regulations, conventions and protocols relating to the delivery of news and public affairs content.

<u>Allowable substitutions.</u>
If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

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**Competencies:**

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, 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 operate a computer during all working hours. The employee is regularly required to talk and hear. The employee must be able to lift and/or move up to 10 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.

I, _____have received a copy of this job description_____.
*(Print Name)* *(Date)*

Employee signature_____