

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
M 907.550.8400
F 907.550.8401



Title: Temporary General Assignment Reporter
Reports To: News Director
FLSA Status: Exempt
Version: 1.1

The Temporary General Assignment Reporter is responsible for reporting on important stories for reporting and producing news and feature stories for Alaska Public Media (AKPM) including KSKA-FM, KAKM-TV, Alaska Public Radio Network, and Alaskapublic.org.

The reporter will be proficient in reporting, writing, editing, and preparing stories for radio, TV and the Web; keeping up with current events; and working in a social media environment. The reporter will uphold the highest journalistic standards and ethics, and work professionally with AKPM colleagues and the public.

Essential Functions:

Under the supervision of the News Director, this position reports and produces news and feature stories for Alaska Public Media.

The Temporary General Assignment Reporter will:

- Capture audio, shoot photographs and video, and edit multimedia packages.
- Post news stories and other material on Alaskapublic.org.
- Take part in various news, public affairs and election programs for radio, TV and Web.
- Periodically host or anchor news or public affairs programs.
- Help implement social media initiatives – such as Facebook and Twitter.
- Collaborate with other AKPM staff on various news and public affairs projects.
- Work comfortably in a team-based environment.
- Meet deadlines, abide by AP style, and uphold professional journalistic standards.

Duties and Responsibilities

- Stay abreast of important issues and trends in Anchorage and Southcentral Alaska.
- Report and produce stories in a platform-neutral environment.
- Capture audio, shoot photographs and video, and edit multimedia packages.
- Take part in various news, public affairs and election programs for radio, TV and Web.
- Periodically host news or public affairs programs.
- Other duties as assigned
- Report news and features on a wide variety of topics.

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- Perform in a fast-paced, dynamic and deadline-driven news environment.
- Stay abreast of contemporary broadcast and Web trends.
- Keep current with Alaska news and current events.
- Multitask and work across multiple media platforms.
- Work collegially in a team-based atmosphere.
- Adhere to acceptable journalistic styles and practices.

Required Qualifications

- Experience working in a news, communication, publication, broadcast or Web environment.
- Ability to work collegially with multiple stakeholders and audiences.
- Ability to work in a team-based organization.
- Application of high journalistic standards and news judgment.

Desired Qualifications

- Bachelor's Degree or commensurate experience.
- Skill in on-air performance and audio production.
- Understanding of reporting (writing, photography, video) for the Web.
- Competency in broadcasting operations and editing (audio, video, photo) software.
- Familiarity with public radio news and programming.

Allowable substitution

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

Ability to:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR, and PBS rules and regulations.
- The reporter will uphold the highest journalistic standards and ethics, and work professionally with AKPM colleagues and the public.
- Communicate effectively.
- Apply critical thinking and problem-solving skills.
- Effective at planning, assessing, performing, and evaluating.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products (word processor, presentation, spreadsheet), custom software packages, internet, and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgment for the prompt completion or responsibilities.

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Employee Expectations

- 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 access to reliable transportation, including during inclement weather.
- Must be able to use recorders, cameras, broadcast equipment and editing software.

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; use hands to handle or feel; 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 an office environment and representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

To apply, send resume and cover letter to hr@alaskapublic.org. A full job description may be found at www.alaskapublic.org/careers.