



# JOB DESCRIPTION

## News Reporter

**FLSA:** Non - Exempt

The **News Reporter** will gather information, write news copy, and deliver information for broadcast and on-line platforms in a professional, compelling, creative, and balanced manner, consistent with the goals and guidelines of KTVA.

### Essential Duties of a **News Reporter**:

- Generate, gather and deliver news and information in an accurate, objective, and compelling manner for broadcast.
- Utilize writing and performance skills for broadcast newscasts.
- Provide professional and compelling “live” presentations for broadcasts.
- Work an assigned beat and provide daily story ideas.
- Participate in story meetings.
- Appear as a host and/or speaker at community events.
- Be prepared for various shift work. Work holidays.
- Follow clothing and appearance guidelines.
- Work in a cooperative fashion with all other newsroom personnel.
- Provide content on daily news stories for website and other digital platforms.
- Occasionally fill-in anchor newscasts.

### Knowledge, Skills and Abilities:

- Must be a visual storyteller with the ability to incorporate video and sound in a compelling fashion.
- Excellent live reporting skills and strong camera presentation skills required.
- Ability to turn stories on a tight deadline without missing slot.
- Ability to use social media outlets for story promotion and public interaction.
- Ability to work with minimal supervision.
- Must have attention to detail.
- Knowledge of station guidelines and code of ethics.
- Must be technically astute, highly organized and have a reputation for meeting deadlines.

### Technical:

- Knowledge of non-linear edit systems for purpose of reviewing footage.
- Knowledge of AP ENPS newsroom computer system.
- Knowledge of MS Office and other common office tools software required.
- Ability to understand and quickly apply new technology.

### People Skills:

- Strong verbal communication skills, particularly in the ability to communicate with all levels of the organization and the public.
- Must be able to reconcile divergent demands of multiple parties under tight timelines.
- Proven ability to collaborate within and outside assigned department and create an effective working environment for high traffic and/or potentially stressful workloads.

- Excellent active listening skills with the ability to work effectively with technical and non-technical staff required.
- Self directed and takes the initiative on issues affecting the organization.
- Facilitate a positive team experience for team members.
- Neat, clean, professional appearance.

Physical Requirements: Physical effort may include stooping, kneeling, touching, feeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to walk for extended periods carrying equipment. Hearing, vision, depth perception, and hand-to-eye coordination sufficient to perform job duties. Visual and auditory acuity necessary to operate equipment and identify color-coding. Ability to tolerate temperature and weather extremes. Strength stamina and coordination sufficient to perform job duties.

Working Conditions: Duties will require both inside and outside work. Weather conditions in Alaska include arctic environments. Travel on small single engine aircraft may be required. Must be willing to work flexible hours, including evenings, weekends and holidays as needed.

The company and its subsidiaries operate in a 24/7 environment providing critical services to Alaskans and may need to respond to public health and safety matters or other business emergencies. Due to business needs employees may be contacted outside of the normal business hours to respond to the immediate emergency. As such, you will be requested to provide emergency after hours contact numbers, to include your home and cell phone numbers if you have those services.

**Minimum qualifications:**

- Two or more years of experience as a broadcast journalist. Must have a reel, of recent work that showcases storytelling and live shot capability
- High School diploma or equivalent required. Bachelor Degree in Journalism or related field, such as Political Science preferred.
- Certifications: Industry specific certifications are highly valued and can contribute toward education.
- Driving Requirements: Must possess and maintain a valid driver's license and a satisfactory driving record.

EEO: We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or another characteristic protected by law.

**Please apply at: <http://www.gci.com/about/careers> Job #17000068**