

**KHNS Radio seeks an enthusiastic and adventurous news director** to join its reporting team in Haines, Alaska. Come work in a scenic town, with a vibrant community in one of the best statewide public radio networks in the country. KHNS is a small station covering big issues including mining, fishing, resources management, the arts and government. We are a 40-plus year-old station covering three communities in Southeast Alaska. We have a dedicated base of volunteers and supporters. Our news department provides the only daily source of news in our area.

As news director, you have freedom to shape the direction, sound and feel of the newsroom alongside our reporter. You'll also have the opportunity to collaborate with other regional and statewide journalists from Unalaska to Ketchikan in the Alaska Public Radio Network. While Alaska-based experience is preferred for this position, we will consider anyone with a desire to learn and report on our unique communities.

Haines is the "Adventure Capital of Alaska" with outstanding opportunities for hiking, backpacking, fishing and boating. Our winters are not as scary as you might think, especially if you like skiing, sledding and pond hockey. Everything you do in Haines is against the backdrop of beautiful mountains and ocean. If you have a sense of adventure, a commitment for community journalism and desire to work in public media, we want to hear from you.

### **Job Description**

**The News and Public Affairs Director** is responsible for overseeing the day-to-day operation of the news department at KHNS, a public radio station in the Alaska Public Radio Network (APRN) that serves the communities of northern Southeast Alaska. KHNS' main newsroom and studios are in Haines, with a smaller newsroom and studio in Skagway. Director is responsible for ensuring the journalistic integrity of KHNS, including completeness, fairness and balance. The Department should maintain listener appeal of all news presentations including coaching of reporters and adherence to high production values. The News and Public Affairs Director is responsible for and coordinates the activities of the station's, generates ideas for programs and supervises Department personnel. The Director uses audio recording equipment and editing software to produce edited and live news and special programs. The Director regularly files stories for other stations in the Alaska Public Radio Network.

### **Duties and Responsibilities**

- Manage the News and Public Affairs Department; report directly to the General Manager
- Produce a daily local news program.
- Supervise newsroom personnel that could include part-time news reporter or student interns
- Maintain the news department's website and social media presence
- Develop and nurture contacts in the Boroughs of Haines and Skagway and the village of Klukwan
- Monitor other publications, web sites, press releases, industries and issues related to the region
- Travel to Skagway and Klukwan when necessary to cover news
- Edit and air Listener Commentaries submitted by members of the public
- Provide content for other stations in the regional Coast Alaska and statewide APRN networks as appropriate and as time allows.
- Produce and broadcast live breaking news coverage and talk shows when necessary

- Attend news conferences as needed and budgeted
- Participate in fundraising activities as needed

### **Knowledge Skills and Abilities**

KHNS has a small staff that works closely together. This job requires a high level of self-motivation and the ability to work independently and under the pressure of daily deadlines.

The successful candidate needs a strong knowledge of newsroom operations, radio production (Adobe Audition) and radio procedures, including knowledge of FCC broadcast rules and regulations.

Excellent written, verbal, and computer skills are essential as well as the ability to work with a team.

Working knowledge of state, regional and local issues and events is preferred.

Bachelor's degree in Journalism, Broadcasting or related field and one-year on-air experience OR three years news reporting and production experience OR any equivalent combination of experience, training and/or education approved by the General Manager.

This description is intended to be generic in nature and is not intended to determine the full range of specific duties and responsibilities of this position.

### **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
- Must be able to travel.

### **Salary and Benefits**

Competitive salary based on experience, minimum starting at \$42,000. Health benefits and SEP IRA match paid by KHNS and includes annual and sick leave as set forth in the Lynn Canal Personnel Policy book.

### **Application Procedure**

Send resume, writing and mp3 audio sample with references to News Director Search to [gm@khns.org](mailto:gm@khns.org)  
No phone calls please. Application deadline: Until filled.

KHNS is an Equal Opportunity Employer. Women and minorities are encouraged to apply. KHNS is committed to nondiscrimination based on sex, race, creed, religion, national origin, color, disability, marital status, sexual orientation and gender variance for the purpose of service, employment, membership or leadership, including staff, volunteers, board and persons who receive our service.