

**KOAHNIC BROADCAST CORPORATION (KBC)  
JOB DESCRIPTION**

**JOB TITLE:** News & Public Affairs Producer      **DATE:** 7/5/2022

**FLSA:** Non-Exempt, Full Time      **DEPARTMENT:** Stations Ops/ KNBA

**REPORTS TO:** Director of Programming & Operations      **WAGE:** \$21-\$28

**LOCATION:** Anchorage, Alaska 99508

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**GENERAL FUNCTIONS:**

The News & Public Affairs Producer leads and manages the planning, production, and presentation of daily multimedia news for the KNBA radio broadcast schedule, website and social media. Producer will produce and host a daily 5-minute Alaska Native newscast and other special productions. The News & Public Affairs Producer maintains ethical, editorial, artistic, and technical standards for KNBA's broadcast and digital news programming.

**HOURS:**

Full time, 8:00 am – 5:00 pm

**ESSENTIAL JOB RESPONSIBILITIES AND DUTY EXAMPLES:**

- Serves as producer and host of a 5-minute daily Alaska Native newscast
- Amplify the newscast with daily social media, website posting and newsletter distribution
- Meet deadlines, uphold professional journalistic standards, and adhere to KBC's code of ethics while working professionally with KBC colleagues and the public
- Contributes to scheduling of live public affair interviews during Morning Show
- Contributes local/state content to KBC's National News department as available
- Producer, Host, & Editorial lead for News content developed for annual AFN broadcast and other special broadcasts
- Assists managing performance of station related news productions as assigned
- Assists managing performance of station production systems and facility
- Trains youth producers, volunteer programmers, and interns
- Contributes to newsletter(s)
- Utilizes web tools to post digital campaigns and underwriting banner ads according to work orders
- Ability to multitask and work across multiple multimedia platforms
- Capture audio, shoot photographs and video, and edit multimedia packages
- Other duties as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES**

- 1- 3 years demonstrated experience in broadcast news and in a web environment as producer/director/reporter covering politics, news and public affairs
- The reporter will be proficient in reporting, writing, editing, taking photographs and videos while preparing stories for radio, web, and social media distribution
- Demonstrated ability to conduct thorough research and interviews, assess news and make editorial judgments.
- Ability to work collegially with multiple stakeholders and audiences.
- Competency in broadcasting operations and editing (audio, video, photo) software.
- Knowledge of the mission of KNBA, public radio programming, and a strong understanding of Alaska Native issues.
- Must have exceptional writing, oral, and voicing skills.
- Demonstrated ability to use web tools to engage with a wide range of users.
- Bachelor's degree in journalism or communication, or commensurate experience
- 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
- Must be able to lift and/or move up to 50 pounds.

**DEADLINE TO APPLY:** July 15th, 2022

**TO APPLY:** Submit a cover letter, resume and 3 references, a sample of work, and a completed KBC Application for Employment (located at <https://www.knba.org/employment#stream/0> ) to [HR@knba.org](mailto:HR@knba.org). Koahnic Broadcast Corporation is an equal opportunity employer.