

Content Producer

The **Content Producer** will produce and gather daily content for digital and broadcast platforms.

Essential Duties of the **Content Producer**:

Responsible for the production of assigned news content by writing, editing and in some cases recording the material for broadcast and platforms.

- Write and post content to station's website and social media feeds including, but not limited to, information, links, video and polls.
- Copy edit ensuring accuracy, using proper grammar and Associated Press style on digital platforms.
- Prioritize, organize and produce rundowns for newscasts in accordance with the station's goals and guidelines for journalistically superior news programs.
- Writing, editing copy, and conceptualizing and ordering graphics.
- Booth newscasts and special event programming. Coordinate "live" shots with directors, Operations Staff, News Desk, reporters and photographers.
- Must maintain working knowledge of current events, including local, national and international.
- Responsible for accuracy and context in all produced content.
- Edit video and audio for broadcast, on-line, promotions and teases.

Knowledge, Skills and Abilities:

- Must be a visual storyteller with the ability to incorporate video and sound in a compelling fashion.
- 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.
- Ability to light interview subjects in a professional manner
- Must be able to operate station vehicles and follow all state laws
- Understanding and ability to follow Society of Professional Journalists (SPJ) code of ethics

Technical:

- Knowledge of AP ENPS newsroom computer system.
- Knowledge of MS Office and other common office tools software required.
- Knowledge of HD camera operation
- Ability to utilize 3 point lighting techniques
- 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. Must be able to lift and carry necessary equipment up to 50 pounds.

Working Conditions: Duties will require both inside and outside work; noise; standing; hot/cold temperatures; cramped quarters; angry customers or employees; travel; flexible schedules; overtime, weekend and holiday. 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. Must be flexible and able to provide a level of participation outside of regular office hours to support projects during all phases of the process, especially delivery. 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:

- Minimum of one (1) year of writing and editing in a newsroom required. A 4-5 minute demo reel, a short professional video that showcases your versatility and creativity is highly desired.
- High School diploma or equivalent required. Associate's degree in Broadcast Technology, Business, Arts, Communications or related field required. In addition

to minimum experience required, degree may be substituted with relevant work experience.

- Certifications: Industry specific certifications are highly valued and can contribute toward education.
- Driving Requirements (if applicable): Must possess and maintain a valid driver's license, proof of insurance, 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 #18000778