



Associate News Producer

This is a part-time position/25 hours a week

Denali Media's Associate News Producer will participate in the production of content for KTVA News' digital and broadcast platforms.

Essential Duties of the **Associate News Producer**:

- Produce newscasts in accordance with the station's goals and guidelines. Booth newscasts and special event programming.
- Shoot and edit video for newscasts.
- Write stories, edit video for digital platforms.

Knowledge, Skills and Abilities:

- Familiar with Adobe Premiere, Bit Central asset manager and ENPS.
- Ability to write clear, conversational and compelling story copy.
- Ability to creatively promote stories within the newscast.
- Ability to work under intense pressure and tight deadlines.
- Ability to fill-in on other newscasts, including morning programs and work different shifts when required.
- Ability to work with limited supervision.
- Ability to maintain a positive work environment in the newsroom.
- Ability to change rundown as determined by news events.
- Ability to use social media outlets for story promotion and public interaction.
- 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 and cutting teases.
- 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.

Minimum Qualifications:

- Minimum of six months of writing and/or editing in a newsroom.
 - A 4-5-minute demo reel, a short professional video that showcases your charisma, versatile and creativity is highly desired.
- High School diploma or equivalent required. Associate degree in Broadcast Technology, Business, Arts, Communications or related field preferred.
- Certifications: Industry specific certifications highly valued.

Physical Requirements: Office & Field Position: Physical effort may include stooping, kneeling, touching, feeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. 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. Strength stamina and coordination sufficient to perform job duties.

Working Conditions: Duties will require both inside and occasional 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 required to provide emergency after hours contact numbers, to include your home and cell phone numbers if you have those services.

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.

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Please apply at: <http://www.gci.com/about/careers> Job #19000747