



Public Affairs Producer-Anchor

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

Denali Media's Public Affairs Producer-Anchorage will research, produce and anchor weekly 30-minute newscast focusing on unique challenges and opportunities of life in Alaska.

Essential Duties of the **Public Affairs Producer-Anchor**:

- Prioritize, organize and produce rundowns.
- Writing, editing copy, and conceptualizing show ideas.
- Proof read scripts, graphics fonts, web and social media copy.
- Schedule travel.
- Work in a positive and cooperative fashion with all team members, including management, reporters, photographers and Operations personnel.
- Manage special section of website and maintain social media page(s).
- Oversee proper credits and permissions for archival footage and photos.
- Edit video footage and log video.
- Establish and coordinate effective archive for footage.
- Assist photojournalist in shoots.
- Performs other tasks as needed and participates in special projects as assigned.

Knowledge, Skills and Abilities:

- Work collaboratively with the photojournalist to co-produce weekly public affairs program.
- Ability to write clear, conversational and compelling 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 change rundown as determined by news events.
- Ability to use social media outlets for story promotion and public interaction.
- Knowledge of station guidelines and code of ethics.
- Must be technically astute, highly organized and have a reputation for meeting deadlines.
- Ability to produce rundowns and newscasts in a fill-in capacity.
- Solid news judgement and ethics.
- Experience in long format story telling and public affairs.
- Knowledge of rural and urban social and economic issues, as well as statewide politics.
- Ability to collaborate within and outside your department in a stressful environment.
- Knowledge of internal newsroom system, Adobe Premiere, photography and videography.
- Ability to communicate and maintain control during a live or live-to-tape broadcast.
- Must be willing to work evenings and weekends as necessary to cover news events.

Technical:

- Knowledge of non-linear edit systems for purpose of reviewing footage and cutting footage for broadcast and web.
- 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:

- Excellent 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 two years' experience in television or radio newsroom.
- High School degree or equivalent required. Bachelor's Degree in journalism or related field referred. Or minimum experience required can be a combination of relevant work experience and/or education sufficient to perform the duties of the job may substitute to meet the total years required on a year-for-year basis.
- Certifications: Industry specific certifications are highly valued and contributes toward education.

Physical Requirements: Ability to perform sedentary work. Physical effort may include stooping, kneeling, touching, feeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Clarity of vision to see near, mid-range, and color. Ability to lift and carry up to (25) lbs.

Working Conditions: Most activities conducted inside under pleasant climatic conditions. Work can be intense and stressful due to time/resource limitations when scheduling multiple tasks with inflexible deadlines.

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.

Dj 12.2019

Please apply at: <http://www.gci.com/about/careers> Job #19000753