



News Producer Job Description Talkeetna Community Radio, Inc. (KTNA)

The News Producer investigates, writes, and produces local news stories on a wide range of issues relevant to the Upper Susitna Valley. This position produces multiple news stories for broadcast each week, hosts newscasts, and posts content to the station's website and social media platforms. The producer coordinates existing public affairs programming and may work with the news team and volunteers to develop other public affairs shows. During local emergencies, the producer takes the lead role updating local residents through KTNA's broadcast, website, and social media presence. The News Producer reports to the General Manager and works as part of a news team of staff, freelance reporters, and interns.

Position type: Full-time, non-exempt.

Duties and Responsibilities:

- **Reporting:** The News Producer investigates, writes, and produces local news for broadcast on KTNA and posting on the KTNA web site and appropriate social media platforms. This position is general assignment reporting and will cover local government meetings, community events, and important community and regional issues. The producer conducts interviews and field reporting as needed. The producer produces at least one story per weekday.
- **On Air Hosting:** The News Producer delivers KTNA newscasts at least once a week and coordinates with other staff to fill in when volunteer news readers are unavailable.
- **Public Affairs Programming:** The News Producer coordinates production of *Susitna Valley Voice*, KTNA's weekly call-in public affairs show. This includes serving as the primary host of the program, booking guests, and working with volunteers who share hosting duties.
- **State and National News:** The News Producer contributes local news of regional, statewide, or national interest to the Alaska Public Radio Network, National Public Radio, or any other appropriate public media entity and collaborates with Alaska reporters to cover stories that affect communities across the state.
- **Emergencies:** The News Producer leads the station's crisis response coverage to ensure that KTNA is updating local residents through its broadcast, website, and social media presence.
- **Other duties as assigned:** The News Producer participates in station events and fundraising activities as appropriate; and may be asked to assist with technical and programming issues.

Required Knowledge, Skills, and Experience

- Bachelor's degree or 3 years of experience with reporting or professional writing;
- Excellent written and verbal communication and interpersonal skills;
- Knowledge of legal and ethical aspects of news reporting; good news and public affairs judgment; and ability to maintain objectivity and fairness in reporting and public affairs programming;
- Competence with computers, word-processing, spreadsheets, sound editing software, website editing, and social media communications;
- Ability to work collaboratively and flexibly with KTNA news team and other staff;
- Excellent organizational skills and ability to anticipate and manage workflow yet be able to switch priorities quickly when unexpected situations or community emergencies arise;
- Ability to work under deadline pressure with a minimum of supervision.

Other desirable Knowledge, Skills, and Experience include:

- Experience in public or commercial broadcasting and familiarity with broadcast equipment;
- General technical skills applicable to working with radio technology and an ability to readily learn and adapt to new media systems and technologies to best distribute local news coverage;
- Lived and worked in a rural setting.

Work Environment

The work of the position is based at the KTNA office in downtown Talkeetna. Hours are typically 9 to 5 with evenings and weekends occasionally required to cover community meetings and events and emergencies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All KTNA facilities are non-smoking.

Details

This is a full-time, non-exempt position. Salary \$33,000 to \$38,000 based on experience. Benefits include a generous paid leave package, professional development, and values-driven work.

To Apply

To apply submit a letter of interest, resume, three writing samples (reporting preferred), and contact information for three references to manager@ktna.org. The position is open until filled. Interested parties are encouraged to contact KTNA with questions at manager@ktna.org or (907) 733-1700.

Talkeetna Community Radio is an Equal Opportunity Employer and Provider