

## KTNA Job Description

**Job Title:** News Producer  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Prepared By:** Robert Ambrose  
**Prepared Date:** June 2009  
**Approved By:** KTNA Board of Directors  
**Approved Date:**  
**Modified Date:**

**Salary Range (FY2010):** \$29,000 – 31,000 (1 FTE)

### Summary:

The News Producer is the main news reporter and producer for KTNA. The position has two main functions: to gather and produce news, and to provide support for KTNA's community affairs programs. Responsibilities for this position include on-air hosting, creative public affairs programming, and integration of work with the KTNA web site.

### Essential Duties and Responsibilities:

- 1) Investigates, writes, and produces local news for broadcast on KTNA and/or posting on the KTNA web site. Ensures coverage of local government meetings and important community and regional issues.
- 2) 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.
- 3) Collaborates in the production of *Susitna Valley Voice*, KTNA's local affairs program, and helps with the volunteer-directed program, *Nuggets*.
- 4) Participate as required in efforts to develop a statewide news network or service.
- 5) Ensure maintenance of the Quarterly Issues Reports in KTNA's Public File.

### Supervisory Responsibilities:

Received: This position reports directly to the General Manager.

### Qualifications:

To perform this job successfully an individual must be comfortable working as part of a team, yet also self-motivated and able to work independently with initiative. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and Experience:

While a degree in a broadcasting or journalism field is desired, it is not required. Prior experience in radio production, especially public radio, will be a significant advantage for this position. Specific expectations are listed below.

### **Knowledge and Abilities:**

- 1) Knowledge of news protocols, and good news and public affairs judgment.
- 2) Ability to maintain objectivity and fairness in reporting and with public affairs programming, while also being sensitive to public concerns.
- 3) Experience as an on-air host, and familiarity with broadcast equipment.
- 4) Facility with sound editing software and comfort with web technologies are advantageous.
- 5) Ability to “cold call” members of the community, including political or business entities.
- 6) Appreciation of KTNA’s non-commercial nature.
- 7) Ability to work collaboratively and flexibly with KTNA staff.

### **Physical Demands:**

While performing the duties of this job, the employee is required to sit for long periods of time, talk, listen, write, operate a keyboard, read small print and view a computer monitor, reach microphones and various broadcast equipment in the KTNA studios, and lift boxes and computers of no more than 30 lbs.

### **Work Environment:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All KTNA facilities are non-smoking.

### **Employment Practices:**

KTNA is an Equal Opportunity institution and does not discriminate against any person in employment or in volunteer participation in its programs and benefits. Persons alleging unequal treatment should contact the General Manager at (907) 733-1700.