

RAVEN RADIO • KCAW-FM
NEWS REPORTER
Closes November 15, 2013

POSITION SUMMARY

1. Research, write, and produce news and feature stories.
2. Host news broadcasts, special events, assembly meetings, call-ins and live news coverage.
3. Beat and assignment reporting:
 - Crime & Courts
 - Municipal government, including elections
 - School board, school issues, and sports
 - Tribal Council
 - State and federal government
 - Fisheries
4. Feature reporting, as assigned.
5. Feature and news photography, as assigned.
6. Prepare stories for distribution to CoastAlaska, APRN, and NPR.
7. Prepare stories for distribution via the KCAW website and social media.
8. Maintain news archives and story files.
9. Care for and maintain news equipment.
10. Work with students and other news volunteers.
11. Assist the training and mentoring of news department interns and fellows.
12. Fill-in for News Director during absences.
13. Other duties as assigned by the News Director.

POSITION REQUIREMENTS

1. Experience as a reporter.
2. Demonstrated skills in radio journalism, including excellent writing, news interviewing, audio production, and on-air delivery skills.
3. Knowledge of the legal and ethical aspects of news reporting.
4. Knowledge of Alaska and local issues, interests and trends.
5. Ability to work under deadline pressure and with a minimum of supervision.
6. Must work with other staff and the public in a professional and cooperative manner.
7. Exceptional organizational and time management skills.
8. Strong computer skills.
9. Ability to work flexible schedule.

STAFF DUTIES

1. Attend staff meetings and other meetings as called by the General Manager.
2. Contribute to Board and Staff reports as needed.

3. Attend Staff and Annual Meetings.
4. Assist in station on-air drives and other fundraising activities, as directed by the General Manager.

SUPERVISION/EVALUATION: Supervision is by the News Director. Evaluations will be made after 90 days of employment, thereafter annual evaluations on anniversary of hire.

SALARY AND CLASSIFICATION: This is a full time, permanent, and exempt position under federal and state labor law. Salary is based in a 40 hour work week. Salary range is \$34,500 to \$48,510. with competitive benefit plan.

THE STATION AND THE COMMUNITY

Raven Radio is an eclectic, NPR/PRI/APRN member, community-licensed station. KCAW is a digital production facility. EEO. We serve eight communities with a total population of about ten thousand people. The station is located in Sitka, a historic and cultural town. Sitka is located on Baranof Island at the edge of the Gulf of Alaska. It is a remote and wild place with mild temperatures and about six feet of rain per year. Raven Radio's commitment to local news is mandated by the corporation's mission statement.

CONTACT INFORMATION

Submit letter of interest, resume (including references), and links to published work to:

Robert Woolsey, News Director
KCAW-FM Raven Radio
2 Lincoln Street, Suite B
Sitka, Alaska 99835
robert@kcaw.org

This position closes November 15, 2013. Electronic submissions are encouraged.