



Central Wyoming College

Job Description

JOB TITLE: Wyoming PBS Inside Energy Reporter - Grant Funded
REPORTS TO: WPBS General Manager **LOCATION:** Riverton/Laramie
DEPARTMENT: Wyoming PBS **DIVISION:** Production

JOB SUMMARY: The Wyoming PBS Inside Energy Reporter is part of Inside Energy and reports on energy-related issues and stories consistent with the vision and mission of Wyoming PBS and Central Wyoming College and Wyoming Public Media, and is responsible for producing and managing content over multiple platforms including radio, television and the internet. Inside Energy is a local journalism center partly funded by the Corporation for Public Broadcasting that will provide in-depth, research-based energy reporting to public media regionally and nationally. Longtime NPR and PBS producer Alisa Barba will lead the staff, which will consist of a digital editor, data journalist and one reporter in each of three states: Colorado, North Dakota and Wyoming. This position will be located at Wyoming Public Media in Laramie, WY. The position is 100% grant funded and the grant is currently scheduled to end on October 31, 2017.

ESSENTIAL FUNCTIONS (Responsibilities, Duties and Tasks):

1. Fulfill assignments by the Inside Energy Managing Editor to research and select topics about energy issues that are pertinent to Wyoming and reflect its role in state, national and global discussions about energy resources.
2. Create news reports, features and research that can be accessed across multiple platforms including radio, television and internet to meet grant criteria in terms of quantity and quality.
3. Work with in-state partners, Wyoming PBS and Wyoming Public Media.
4. Manages Wyoming's contribution to Inside Energy online activity.
5. Post stories and content with audio, graphics interpretive charts and video.
6. Collaborate with Inside Energy partners and national entities to share content across multiple platforms and ensure Wyoming's stories are disseminated globally.
7. Stay abreast of daily developments in the energy field; cull information and compile a content rich online experience.
8. Track activity progress and provide reports to Inside Energy grant financial officer.
9. Develop broad geographic knowledge, sources, and topical expertise in regards to Wyoming to produce stories to serve the broader regional and national mission of the project.



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10. Operate within the guidelines set forth in Wyoming PBS and the College's policies, procedures and practices.

11. Perform other reasonably related duties as directed or assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in broadcast journalism or a related field from a regionally accredited institution of higher learning recognized by the U.S. Department of Education.

Experience: Three (3) years of successful journalism work experience, and production skills for multi-platform content delivery.

Equivalency Statement: Equivalent combinations of education, experience from which comparable knowledge, skills and abilities can be acquired may be considered on a case-by-case basis.

Licenses/Certifications: Possess or maintain a valid driver's license and be insurable by the college's insurance carrier.

Knowledge, Skills & Abilities:

1. Knowledge of broadcasting, journalism and the production of content for multiple media platforms: radio, television and internet.
2. Considerable knowledge and ability to use the both written and spoken English, including spelling, grammar, diction, vocabulary, sentence structure and paragraph construction.
3. Must have a comfortable and engaging on air and on camera presence.
4. Ability to keep track of multiple projects concurrently and meet daily and weekly deadlines, sometimes with little notice.
5. Ability to coordinate and oversee studio, field and post production activities related to assigned projects with other members of the production team.
6. Ability to produce content through all phases of production including concept, research, development, scripting, directing, shooting, editing, etc.
7. Must be organized, responsible and accurate with an attention to detail.
8. Must work well in a collaborative team centered environment.
9. Ability to operate audio recording and editing equipment.
10. Ability to operate video recording and editing equipment.
11. Ability to groom content for release in multiple media formats, audio, video, internet.
12. Ability to communicate effectively through written and verbal communications.
13. Possess a strong interest in the topic, the ability to translate complex information without losing nuance and at least a basic understanding of investigative reporting skills.



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LEVEL OF SUPERVISION: Works under the general supervision of the WPBS General Manager.

EQUIPMENT USED: Desktop computer, telephone, laptop computer, editing software, video and audio monitors and associated playback equipment. Automobile.

PHYSICAL REQUIREMENTS: Must have sufficient visual acuity to be able to view television programming for appropriate, color, contrast and composition. Must have sufficient auditory acuity to be able to listen to television audio programming for quality and content. Must be ambulatory to the extent that walking a considerable distance over uneven terrain and up and down stairs would not be excessively difficult. Must have the ability to operate an automobile safely. Must be able to lift and carry recording and audio equipment weighing up to 20 pounds.

WORK ENVIRONMENT/ENVIRONMENTAL CONDITIONS: Work is performed in both an office setting and requires work in-the-field, occasionally in remote locations. Travel, evening and weekend work are occasionally required.

Reasonable accommodation will be extended to otherwise qualified individuals with a legally, recognized disability.

This position description is not intended, and should not be construed, to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.

Employee Signature

Date

Supervisor Signature

Date

FOR HR USE ONLY:			
EE FTE:	Full Time / 1.0 FTE	FLSA:	Exempt
TERM:	12 Months	CLASSIFICATION:	Professional
SCHEDULED HRS:	40	GRADE:	14
EEO CODE:	Professional	BENEFIT STATUS:	Benefitted
W/C CODE:	No	FUNDING SOURCE:	Fund 22 – Grant Funded
POSITION CODE:	B330802EJPC	REVISED DATE:	01/10/17