JOB DESCRIPTION:

Job Title: Afternoon News Producer
Department: Content
Reports To: Deputy Managing Editor of News
Classification: Regular Full-time
FLSA Status: Salary/Exempt
Work Location: Colchester, Vermont
Remote Option: No
Cellular Phone Eligible: Yes

Prepared Date: August 2021

SUMMARY:
The producer will join a team of fellow producers, reporters, and editors who are dedicated to exploring the whole Vermont story. The producer will be responsible for producing newscasts and interviews for broadcasts on All Things Considered and for updating afternoon news for our digital audience. The producer will work with editors and the host of All Things Considered to develop afternoon coverage plans. The person will keep an eye on both broadcast and digital on-demand audiences and explore ways to broaden and diversify our coverage. The producer will also develop rich, creative, and innovative digital content as part of their work.

ESSENTIAL ROLES:
1. Produce the local content—newscasts and interviews—for All Things Considered.
2. Publish news digitally—on our website and on social media. Work with reporters and editors to publish news on digital platforms.
3. Write daily newscast items for broadcast and digital.
4. Embrace engagement journalism as part of the reporting and producing process.
5. Collaborate with fellow journalists within our content team and with the New England News Collaborative.
6. Produce and publish newscasts for on-demand audiences

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Ensure that journalistic standards and ethics are upheld.
• Foster diversity, equity, and inclusion as an employee and within our content and sources.
• Produce compelling news on deadline.
• Participate in daily newsroom meetings; bring story ideas and suggestions for coverage.
• Cultivate a broad base of sources and engage with communities.
• Use, with equal ability, broadcast, and digital skills to produce for various platforms.
• Maintain active and engaging social media accounts relevant to daily news.
• Consistently act with the highest standards of journalism, business ethics, and personal integrity.
• Seek out and participate in professional development opportunities.
• Work collaboratively within the content team and with outside media partners.
• Participate in station fundraising activities as needed.
• Participate in Vermont Public Radio and Vermont PBS events.
• Other duties as assigned

EXCELLENCE IN THIS ORGANIZATION:
1. A high level of commitment and dedication to the mission of the organization and public media.
2. Preserving confidentiality appropriately.
3. Serving as an excellent ambassador for the organization, both formally and informally. Helping listeners, potential listeners, donors and potential donors connect with the organization.
5. Demonstrating a commitment to the continuous improvement of the organization’s ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
6. Expressing consistent, high performance expectations for themselves, their department, the organization’s leadership and the organization itself.
7. Developing a broad understanding of the organization’s departments, programs and services sufficient to assist donors, collaborate effectively with peers, ensure excellent communication and teamwork among departments.

SUPERVISORY RESPONSIBILITIES: None

POSITION REQUIREMENTS:
Education and Experience
No degree requirement. Minimum of three years of broadcast news hosting experience preferred.

Essential Skills
Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively. Ability to work under strict deadlines and pressure, ability to break news as it emerges and develops a vision for coverage within a beat.

Physical Demands
The work environment is usually in an open space office or remotely from home; occasional travels for off-site events or training. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note: This is not an all-encompassing statement of this position’s responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.