JOB DESCRIPTION:

Job Title: Programming Producer  
Department: Audience & Community Administration  
Reports To: Director of Radio Programming  
Classification: Regular Full Time  
FLSA Status: Exempt (Salary)  
Work Location: Colchester, Vermont  
Out of State Remote Option: No  
Cellular Phone Eligible: No  
Prepared Date: March 2022

SUMMARY
The Producer has the skills and flexibility to prepare a variety of live and pre-recorded content modules for VPR. The producer writes and produces compelling promotional content across all platforms, including broadcast, web, and social media. The producer also prepares special programs for air. They assist in the planning and execution of selected responsibilities in connection with membership drives.

ESSENTIAL FUNCTIONS
1. Produce special programs.  
2. Promote content across all services and platforms.  
3. Assists in planning and execution of membership drives.  

DUTIES AND RESPONSIBILITIES

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<thead>
<tr>
<th>Essential Responsibilities</th>
<th>Outcomes</th>
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<tr>
<td>Work with the promo team to produce enticing promotions across platforms.</td>
<td>Write and produce promos for programs, development messages, content, and events as assigned. Create, edit, organize, and schedule content for VPR.org, social networks, and mobile applications.</td>
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<tr>
<td>Produce special programs.</td>
<td>Prepare special network and local productions for air, including content, promo, web episode, and traffic instructions. The producer will use a critical ear in evaluating and editing program content, producing programs that are relevant and interesting to Vermont audiences. Local special program production could include outreach to local events and series about recording and broadcasting.</td>
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**Essential Responsibilities**

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<td>Fill in music host.</td>
<td>Substitute hosts for music programs on VPR and VPR Classical. Maintains sound of station and audience expectations for the programs.</td>
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<tr>
<td>Fill in news announcer.</td>
<td>Potential for regular air shift, and regularly substitutes for pre-recorded breaks and live news programs. Follows VPR sound of station guidelines for break preparation and execution.</td>
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<tr>
<td>Planning and execution of membership drives.</td>
<td>Participate in the planning of drives; assist in preparing and organizing materials; work with staff to encourage active, enthusiastic participation.</td>
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<td>Develops personal skills and characteristics that model what is desired in all employees.</td>
<td>Promotes a collegial and mutually respectful atmosphere within the department and the organization.</td>
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**EXCELLENCE IN THIS ORGANIZATION**

1. A high level of commitment and dedication to the mission of the organization and public media.
2. Ability to cultivate and develop inclusive and equitable working relationships with co-workers and audience, supporting and enhancing a culture of belonging.
3. Preserving confidentiality appropriately.
4. 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. Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR/Vermont PBS listeners and donors. Managing conflict constructively.
6. Demonstrating a commitment to the continuous improvement of the organization’s ability to fulfill its mission and vision.
7. Demonstrating and encouraging creativity and enthusiasm for this work.
8. Expressing consistent, high-performance expectations for themselves, their department, the leadership, and the organization itself.
9. Developing a broad understanding of the organization’s departments, programs, and services to assist donors, collaborate effectively with peers, ensure respectful communication and teamwork among departments.

**SUPERVISORY RESPONSIBILITIES:** No direct reports.

**POSITION REQUIREMENTS**

**Education and Experience:** At least 3 years of relevant experience in broadcasting or related fields.
Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively.

WORKING CONDITIONS
Performs work location in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes, and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in the normal performance of job duties.

Physical Demands
Work involves standing and walking for brief periods, bending, and filing, but performs most duties from a seated position. There is potential for eyestrain from reading detailed materials and computer screens. Deadlines, workloads during peak periods, and changing priorities may cause increased stress levels. Work requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level.

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.

VPR/Vermont PBS is a proud equal opportunity employer. We work diligently to recruit a broad pool of candidates and to hire and promote qualified individuals whose personal experiences, characteristics, and talents reasonably reflect the diversity of the communities served by VPR/Vermont PBS. Our equal employment opportunities apply to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We encourage applications from women, minority groups, veterans, and people with disabilities.