

## Job Description

<b>Job Title:</b>	Digital Editor
<b>Department:</b>	Content
<b>Reports To:</b>	Executive Editor of News
<b>Classification:</b>	Regular Full-Time
<b>FLSA Status:</b>	Salary Exempt
<b>Work Location:</b>	Vermont
<b>Prepared Date:</b>	November 2022

### Summary

The Digital Editor helps move our organization in the direction of deeper, more meaningful interactions with our audience across digital platforms and helps build our newsroom content strategy from the ground up. The editor is both hands-on in creating and editing content across digital platforms, and also visionary in developing daily and long-term content distribution plans. That means everything from commissioning comics, to crafting social media content, to building graphics to helping repackage an hour-long live call-in show to shorter digital content. The Digital Editor works closely with other editors in the Content team, directly supervises a team of producers, and communicates clearly with digital staff across the organization.

### Essential Duties & Responsibilities

- Manage a team of digital producers.
- Be nimble and versatile: Over the course of one day, you might identify and help rewrite short news items from local media or newscast items filed by reporters, edit a story for the web or create a graphic and post for Instagram.
- Possess top-notch interpersonal and communications skills: You will work closely with editors across the content team to identify the news of the day and coach and edit producers and reporters directly.
- Player-coach: You should be a strong, error-free writer and editor with robust news judgment, who is just as comfortable making content for social media as setting long-term digital goals and enacting plans to reach them.
- Edit stories and other content with an eye for accuracy, fairness, AP style and clarity.
- Lead members of the digital team to craft pitches and reporting plans.
- Lead digital analytics meetings with the newsroom.
- Work closely with editors across the video production team and our shows Brave Little State, Vermont Edition and The Frequency to ensure content lives its best digital life.
- Develop and help execute Vermont Public's news digital strategy.

## **EXCELLENCE IN THIS ORGANIZATION**

- A high level of commitment and dedication to the mission of the organization and public media.
- Ability to cultivate and develop inclusive and equitable working relationships with co-workers and audience, supporting and enhancing a culture of belonging.
- Preserving confidentiality appropriately.
- Serving as an excellent ambassador for the organization, both formally and informally. Helping audience and potential audience members, donors, and potential donors connect with the organization.
- Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with Vermont Public audience and donors. Managing conflict constructively.
- 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.
- Expressing consistent, high-performance expectations for themselves, their department, the leadership, and the organization itself.
- 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:**

- Digital Producer(s)

## **Position Requirements**

### **Education and Experience**

Five years of journalism experience and strong news judgment required. Knowledge of journalistic principles, ethics and standards is essential. Ability to create visual and written content for digital audiences on social media and other platforms. Understands what digital audiences look for and committed to keeping up with shifting trends and technologies. Experience managing and knowledge of Vermont a plus, but not required.

## **Working Conditions**

Work is normally performed in a climate-controlled office environment with moderate noise levels (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 most duties are from a seated position. There is potential for eyestrain from reading detailed materials on and computer screen. 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.*

*Vermont Public 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 Vermont Public. 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.*