Job Description

Job Title: Afternoon News Producer
Department: Content
Reports To: News Editor
Classification: Regular Full-Time
FLSA Status: Salary Exempt
Work Location: Colchester, Vermont
Cellular Phone Reimbursement Eligible: Yes
Prepared Date: September 2022

Summary

The Afternoon News Producer is responsible for producing newscasts and interviews for broadcast on All Things Considered and producing our daily news podcast and daily newsletter The Frequency. The Producer is part of a team of fellow producers, reporters, and editors who are dedicated to exploring the whole Vermont story. The Producer works with editors and the hosts of All Things Considered and The Frequency to develop afternoon coverage plans for broadcast and digital platforms. The Producer pitches ideas for interviews, keeps tabs on breaking news, and goes out into the field to help report the news.

Essential Functions

- Write and produce daily newscast copy and items on deadline. That could include breaking news, rewrites of the wires and local coverage, and original items as needed.
- In conjunction with the host, produce afternoon newscasts that are timely, accurate, geographically diverse, and inclusive of a variety of voices and perspectives and reflect our key coverage areas.
- Pitch, pre-interview, book, record and edit interviews.
- Assist in crafting and publishing news digitally on our website, social media, and for The Frequency newsletter.
- Provide scripting and production support for The Frequency podcast.
- Participate in daily editorial meetings.
- Embrace engagement journalism as part of the reporting and producing process.
- Collaborate with fellow journalists within our content team and with the New England News Collaborative.
- Produce and publish newscasts for the website and NPR One app.
• Contribute to the development of newsroom projects including series, podcasts and shows.

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 listeners, potential listeners, 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 listeners, viewers, 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: None.

Position Requirements

Education and Experience

No degree requirement. Two years or more of journalism experience and an interest covering issues within Vermont are desired. Ability to report and produce in-depth news adhering to journalistic standards and ethics. Familiarity with radio writing, editing and production skills, as well as experience posting content online. Strong organizational, communication (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively, both remotely and in person. Ability to work under strict deadline pressure.
Working Conditions

Work is normally performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes, and gases is very limited. The 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 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.