



Vermont Public Co.

## **JOB DESCRIPTION:**

**Job Title:** Host for *All Things Considered*  
**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:** November 2021

## **SUMMARY**

The host of *All Things Considered* is a journalist who is front and center to the day's developing news. The host provides updates and context to daily news and delivers it to listeners through newscasts, interviews, reported stories, and digital and social posts. The host is encouraged to develop coverage areas of expertise and lead on those issues through reporting and interviews. The host will also be responsible for delivering underwriting and promotional content for the broadcast and will take part in special coverage. This position is part of a news team of reporters, editors, and producers who work together to ensure our content and programming reach a broad and diverse audience.

## **ESSENTIAL FUNCTIONS**

1. Hosts daily news program *All Things Considered*.
2. Produces and presents local newscasts for on-air and digital platforms.
3. Conducts, produces, and presents interviews with local reporters, newsmakers, community members, and public officials.
4. Provides essential information to listeners, including but not limited to breaking news, traffic and weather alerts, and EAS announcements.
5. Anchors special coverage as needed, including but not limited to press conferences, speeches, and election results.
6. Presents promotional and underwriting content, adhering to the locally generated log.
7. Operates board for daily program and special coverage (board operating experience preferred but not required upon hire).
8. Integrates VPR and NPR content seamlessly

## **DUTIES AND RESPONSIBILITIES**

- Report news and conduct interviews fairly and accurately
- Foster diversity, equity, and inclusion as an employee and within our content and sources  
Participate in daily newsroom meetings
- Maintain active and engaging social media accounts
- Participate in station fundraising activities as needed

- Consistently act with the highest standards of journalism ethics and personal integrity
- Seek out and participate in professional development opportunities
- Work cooperatively within the VPR news team and with outside media partners
- Participate in VPR and Vermont PBS events

#### **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.
4. Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with PBS/VPR listeners and donors. Managing conflict constructively.
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 respectful 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. Strong organizational, communications (written and verbal), and interpersonal skills are required. Demonstrates ability to work collaboratively. Ability to work under strict deadlines and pressure, to break news as it emerges, and develop a vision for coverage within a beat. 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 develop a vision for coverage within a beat.

##### **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.*