



Vermont Public Co.

## **JOB DESCRIPTION:**

**Job Title:** News Producer  
**Department:** Content  
**Reports To:** Managing Editor of News Programs  
**Classification:** Regular Full-time  
**FLSA Status:** Exempt  
**Work Location:** Colchester, Vermont  
**Remote Option:** No  
**Mobile Phone Eligible:** Yes  
**Prepared Date:** Sept 2021

## **SUMMARY**

The producer will be part of a team dedicated to creating news programs that reach a diverse audience with important, timely information and offer a forum for people to engage in ideas that impact us all. The producer will help identify critical issues and support our signature news programs including *Vermont Edition*. The person will keep an eye toward broadcast and on demand digital audiences and explore ways to broaden and diversify our conversations and coverage. The producer will also develop rich, creative and innovative digital content as part of their work.

## **ESSENTIAL ROLES**

1. Identifies issues critical to listeners and viewers and produces programs focused on those issues.
2. Prepares programs for on-air broadcast. Edits scripts, instructs call screener, writes rundown, prepares director and camera crew for broadcast components, ensures studio(s) are booked and connected for broadcast.
3. Assists program hosts during live broadcasts by selecting listener phone calls and comments for air. Line production of programs flows seamlessly from preparation to broadcast, with all members of the radio and television production team well informed and fully prepared for broadcast.
4. Generates and executes ideas for programs through research, pre-interviews, and field recordings. Books program guest(s).
5. Edits sound for broadcast using audio production software. Skillful, innovative use of sound consistently enhances broadcast quality and listener engagement.
6. Prepares promotional materials for program episodes. Uses social media to engage with audiences, cultivate new sources and break news.
7. Produces online content for programs. Web pages provide news value and generate listener interest in the program.
8. Produces audio for evening rebroadcasts of *Vermont Edition*, as well as digital posts and for distribution in podcast feeds.
9. Uses strong news sense to generate newscast stories from the program.
10. Has knowledge of broadcast rights and libel. Determines when release forms are necessary. Understands Fair Use rules and applies them consistently.
11. Contributes to community outreach initiatives. Engages in special projects and events.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensures that journalistic standards and ethics are upheld.
- Fosters diversity, equity and inclusion as an employee and within our content and sources.
- Produces compelling news on deadline.
- Participates in daily newsroom meetings, bring story ideas and suggestions for coverage.
- Cultivates a broad base of sources and engage with communities.
- Uses, with equal ability, broadcast and digital skills to produce for various platforms.
- Maintains active and engaging social media accounts relevant to daily news.
- Participates in station fundraising activities as needed
- Consistently acts with the highest standards of journalism, business ethics, and personal integrity.
- Seeks out and participate in professional development opportunities.
- Works collaboratively within the content team and with outside media partners.
- Participates in Vermont Public Radio 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. Enthusiasm for the work of VPR and Vermont PBS.
3. Act consistently with the highest standards of journalism, business ethics and personal integrity. Preserve confidentiality appropriately. Steward resources with prudence and accountability.
4. Serves as an excellent ambassador for VPR and Vermont PBS, both formally and informally.
5. Facilitates excellent communications across departments.
6. Demonstrates 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.
7. Works to strengthen the public media community nationally.
8. Expresses consistent, high performance expectations for themselves, their department, the organization's leadership, and VPR and Vermont PBS.
9. Develops 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.
10. Commitment to diversity, equity and inclusion.

**SUPERVISORY RESPONSIBILITIES:** None

## **POSITION REQUIREMENTS**

**Education and Experience:** No degree requirement. Two years or more of journalism experience desired and a demonstrated interest in covering issues within Vermont. 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 afternoon news coverage on broadcast and digital platforms.

**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.*