



Vermont Public Co.

JOB DESCRIPTION:

Job Title: Host for *All Things Considered*
Department: News/Content
Reports To: Managing Editor of News Programs
Classification: Regular Full-time
FLSA Status: Salary/Exempt
Work Location: Colchester, Vermont
Remote Option: No
Cellular Phone Eligible: Yes

Prepared Date: July 2021

SUMMARY: The host will be responsible for daily broadcasts of local news, promotional and underwriting content for *All Things Considered*. The host will produce and present local newscasts, as well as two-way interviews. The host will operate the board for *All Things Considered* along with special coverage as needed. The host will communicate and collaborate with a team of news reporters, producers and editors around content and programming decisions, and will maintain the highest standard of journalistic integrity.

ESSENTIAL ROLES:

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 two-way 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

ESSENTIAL 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 fund-raising activities as needed

- Consistently act with the highest standards of journalism ethics and personal integrity
- Seek out and participate in professional development opportunities
- Work collaboratively within the VPR news team and with outside media partners
- Participate in VPR events
- Other duties as assigned

EXCELLENCE IN THIS ORGANIZATION includes the following:

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 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 excellent 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.

Essential Skills

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..

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.