Job Description

Job Title: Programming Producer
Department: Audience & Community
Reports To: Director of Audience Insights & Radio Programming
Classification: Regular Full-Time
FLSA Status: Salary Exempt
Work Location: Colchester, Vermont
Cellular Phone Reimbursement Eligible: No
Prepared Date: July 2022

Summary
The Producer has the skills and flexibility to prepare a variety of live and pre-recorded content modules for Vermont Public. The producer writes and produces compelling promotional content across all platforms, including broadcast, web, and social media. The producer also prepares special programs for air. They assist in the planning and execution of selected responsibilities in connection with membership drives.

Essential Duties & Responsibilities
- Produce special programs.
- Promote content across all services and platforms.
- Assists in planning and execution of membership drives.
- Fill-in host for music programs on Classical and News networks.
- Work with the promo team to produce enticing promotions across platforms.
- Produce special programs.
- Fill in music host.
- Fill in news announcer.
- Planning and execution of membership drives.
- Develops personal skills and characteristics that model what is desired in all employees.

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 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**

At least 3 years of relevant experience in broadcasting or related fields. Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively.

**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. *If applicable: Must hold a valid driver’s license to drive company vehicle, as necessary. Working conditions may vary for jobs in production, maintenance, and engineering.*

**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. 

*If applicable*: Must be able to lift up to 50 pounds.

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.*

*A 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.*