

Job Description

Job Title: News Editor

Department: Content [005040]

Reports To: Managing Editor of News or Deputy Managing Editor of News

Classification: Regular Full-Time

FLSA Status: Salary Exempt

Work Location: Colchester, Vermont

Out of State Remote Option: No

Cellular Phone Eligible: Yes

Prepared Date: July 2022

Summary

The News Editor focuses on the news of the day and takes a lead role in daily news planning, coordination, and editing. This is a key position that helps create and edit Vermont Public's *Morning Edition*, *All Things Considered* and *Weekend Edition* newscasts, interviews, and issues coverage.

With strong news judgment and a collaborative spirit, the News Editor also edits digital stories and works with reporters on features and story development. The editor works closely with other editors, hosts, reporters, and producers across the content department, including *Vermont Edition*; our people-powered podcast, *Brave Little State*; video storytelling and our daily news podcast, *The Frequency*. This is a management position that requires impeccable journalistic integrity, strong organizational, communication and time management skills, and a desire to collaboratively grow and develop our flagship news shows.

Essential Duties & Responsibilities

- Edit daily and breaking news with reporters for accuracy, style, clarity, and structure.
- Coach reporters and producers to help them improve their work, while preserving their voice and style.
- Edit daily scripts and audio for *Morning Edition* and *All Things Considered*, as well as other programs, as needed.
- Edits text for the web, as needed.
- Plan and set the daily news budget and communicate plans to partners.
- Shape approaches to coverage in collaboration with other content team managers.
- Manage a team of hosts and producers who work on daily programs.

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: This position oversees the following positions: *Morning Edition* Host, Managing Producer of Morning News, *All Things Considered* host, Afternoon News Producer, Weekend Host.

Position Requirements

Education and Experience

Five years of journalism experience and strong news judgment required. Knowledge of journalistic principles, ethics and standards is essential.

A basic understanding of broadcast and digital platforms and technology is preferred. We are seeking someone with excellent organizational, communications (written and verbal), and interpersonal skills, as well as a demonstrated ability to work collaboratively under strict deadlines.

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.

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 a 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.

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