

**Vermont Public Radio Job Description  
Producer, *Vermont Edition***

**Job Title:** Producer, *Vermont Edition*  
**Department:** VPR News  
**Reports To:** Managing Producer of *Vermont Edition*  
**FLSA Status:** Exempt  
**Date:** November 2019

**SUMMARY**

A *Vermont Edition* producer is part of a news team dedicated to exploring the whole Vermont story. Producers are responsible for creating high quality content for the daily regional news magazine *Vermont Edition*. Producers have a passion for conversations that deepen Vermonters' understanding of their communities, state, and region, hold people and organizations accountable, and broaden the diversity of voices and topics on public radio. Producers must be equally adept at breaking news and creating sound rich segments, as well as reporting occasional field segments. A *Vermont Edition* producer must be committed to diversity in reporting and sourcing.

A *Vermont Edition* producer has a keen understanding of statewide, regional and national issues. The person also thrives as a member of a team.

**ESSENTIAL ROLES**

- *Vermont Edition* daily broadcast and digital production.
- Research, edit and produce *Vermont Edition* segments.
- Support the program's social media promotion and audience engagement.
- Provide *Vermont Edition* content to newscasts.
- Field produce and report for air on *Vermont Edition*, as needed.
- Actively support and collaborate with other members of news content team.
- Plan and participate in live remote broadcasts and other engagement activities related to the newsroom.

## ESSENTIAL RESPONSIBILITIES

<b>Essential Responsibilities</b>	<b>Outcomes</b>
Identifies issues critical to listeners and produces programs focused on those issues.	<i>Vermont Edition</i> is widely recognized for fostering conversations of value and interest and bringing new voices and topics to Vermont audiences.
Prepares for program's on-air broadcast. Edits scripts, instructs call screener, writes rundown, prepares director for broadcast components, ensures studio(s) are booked and connected for broadcast. Maintains productive, focused atmosphere in Master Control. Assists program host in live interviews and selecting listener phone calls and comments for air.	Line production of the program follows seamlessly from preparation to broadcast, with all members of the production team well informed and fully prepared for the broadcast. Instructions and changes are communicated and executed flawlessly. The technical production of the program meets the highest standard.
Generates and executes ideas for program segments through research, pre-interviews, and field recordings.	Segments are of high quality. Shows demonstrate innovation in topics and technique. <i>Vermont Edition</i> is recognized as unique and innovative program.
Fully committed to journalistic accuracy, fairness and ethics.	<i>Vermont Edition</i> and VPR are viewed as models of journalistic standards and ethics.
Edits sound for broadcast using audio production software.	Skillful, innovative use of sound consistently enhances broadcast quality and listener engagement. Audio is expertly edited for air.
Prepares promotional materials for <i>Vermont Edition</i> episodes. Uses social media to engage with audiences, cultivate new sources and break news.	Well-written, creative on air promos and social media content generate interest in upcoming programs. Users have a "whole media" experience with <i>Vermont Edition</i> and engage with content.

Contributes to community outreach initiatives led by the Managing Editor.	Engages in special projects and events. Advances mission to better represent Vermont's diverse communities.
Produces online content for <i>Vermont Edition</i> .	Web pages provide news value and generate listener interest in the program. Pages are rich in additional content, well-written, and encourage repeat traffic.
Produces audio for evening rebroadcast of <i>Vermont Edition</i> , as well as for the show's digital posts, and for distribution in podcast feeds and NPR One.	The sound quality of the rebroadcast and podcasts meets standards of excellence.
Producer uses strong news sense to generate newscast stories from the program.	Stories underscore <i>Vermont Edition's</i> role in presenting Vermont news, excellent use of sound, and superlative writing. Stories generated by <i>Vermont Edition</i> are a frequent and high-quality component of VPR newscasts.
Has knowledge of broadcast rights and libel.	Determines when release forms are necessary. Understands Fair Use rules and applies them consistently.
Participates in station fundraising activities as needed.	Understands and effectively plays appropriate roles in Pledge Drives. <i>Vermont Edition</i> team is an active and helpful part of station fundraising efforts.
Consistently acts according to the highest standards of journalism, business ethics, and personal integrity.	<i>Vermont Edition</i> and VPR employees are seen as above reproach.

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Involved in ongoing professional development for the benefit of *Vermont Edition* and VPR.

Attends conferences and seminars when appropriate and feasible.

### EXCELLENCE IN THIS POSITION

Excellence also includes the following:

- A high level of commitment and dedication to the mission vision of VPR and public radio. Volunteers personal support to public radio.
- Acting consistently with the highest standards of journalism, business ethics and personal integrity. Preserving confidentiality appropriately. Stewarding resources with prudence and accountability.
- Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, and donors connect with VPR.
- Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR listeners and contributors. Managing conflict constructively.
- Demonstrating a commitment to the continuous improvement of VPR's ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
- Expressing consistent, high performance expectations for themselves, the program, their department, VPR's leadership, and VPR.
- Developing a broad understanding of all of VPR's departments sufficient to collaborate effectively with peers and ensure excellent communication and teamwork among departments

### POSITION REQUIREMENTS

**Education and Experience:** 1+ years experience in journalism.

**Essential Skills:** Knowledge of journalistic principles, ethics and standards. In-depth knowledge of state, regional, national and international issues required. Knowledge and use of broadcast and digital platforms and technology. Excellent organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively. Ability to work under strict deadline conditions.

**Physical Demands:** While performing the duties of this job, the employee is regularly to talk, hear, walk, sit for extended periods, travel, occasionally stand, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Hearing is required. The ability to travel, both by

driving and flying, is necessary. The work environment is usually an office and is usually quiet, but may vary substantially if individual is covering news events. (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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.*