

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

**Job Title:** **Producer/Reporter, *Vermont Edition***  
**Department:** News Department  
**Reports To:** Managing Producer of *Vermont Edition*  
**FLSA Status:** Exempt  
**Prepared Date:** December 12, 2014

**SUMMARY**

Responsible for producing high-quality content for the daily regional news magazine, *Vermont Edition*. Follows the guidelines set by *Vermont Edition's* Managing Producer, and the best practices of public radio talk shows. Produces segments, programs, and news stories in keeping with VPR and *Vermont Edition* standards. Works with fellow *Vermont Edition* producers and the show's hosts to develop and present timely and creative news programming. Is responsible for production tasks related to *Vermont Edition*. Has keen understanding of news and issues, and contributes to overall success of the news department.

**ESSENTIAL ROLES**

1. *Vermont Edition* daily production tasks
2. Researches, books guests, edits and writes for *Vermont Edition*
3. Generates ideas for *Vermont Edition* content
4. Contributes to VPR's overall news effort

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

<b>Essential Duties and Responsibilities</b>	<b>Minimum Requirements</b>	<b>Excellence in this Position</b>
Prepares program and segments for broadcast.	Researches topics, writes background notes for the host, selects and pre-interviews guests, outlines interviews, and occasionally writes scripts. Records and edits taped interviews. Completes all production tasks for broadcast on time and works well on deadline.	Able to prepare for the program independently. Production of the program follows seamlessly from preparation to broadcast.
Line produces program on-air.	Prepares director for broadcast components, ensures that studio(s) are reserved and connected for broadcast. Provides interview guidance to host during live segments. Coordinates listener comments through social media and email. Maintains effective and timely communication with host and director throughout broadcast. Maintains calm, confident atmosphere in the Control Room.	All members of the production team well informed and fully prepared for the broadcast. Engages in positive communication with the program's director, and call screener. Instructions and changes are communicated and executed flawlessly. Host is supported throughout the broadcast. The technical production of the program meets the highest standard.

Guides call screening.	Provides focus for callers' role in given segments and communicates with call screener to identify the best calls for the program.	Call screener is well-prepared because the producer gives reliable advice and support in working with callers.
Generates ideas for program.	Conceptualizes segments, brings creative but realistic ideas to the planning meetings, expands on VPR's newscast reporting and uncovers issues and stories that need exploration.	Produces segments of high quality. Encourages innovation in topics, techniques and approach to heighten the quality and uniqueness of <i>Vermont Edition</i> programming. Uses news tape, field recordings and music to enhance program segments.
Knows and understands operation of broadcast studios and field recording equipment.	Capable of using standard field kit to record quality sound and interviews. Knowledgeable of studio equipment and able to record studio interviews, and connect to remote studios; uses newsroom software NewsBoss to get content on air.	Relies on knowledge and skill to use all equipment and software to its fullest capability without assistance.
Edits sound for broadcast.	Edits and produces interviews and stories in Sony Vegas and NewsBoss with attention to sound quality and meeting deadlines.	Produces high quality stories and segments. The finished work needs little more than a fine-tuning by a production engineer. Use of sound consistently enhances broadcasts.
Promotes <i>Vermont Edition</i> .	Prepares on-air and digital promos for <i>Vermont Edition</i> episodes. Meets deadlines for promos.	Writes strong, creative promos that generate interest in upcoming programs.
Produces online content for <i>Vermont Edition</i> .	Uses Core Publisher to create a web page for each <i>Vermont Edition</i> broadcast, and posts podcast there after broadcast is finished.	Web pages are attractively displayed and generate listener interest in the program. Images, text and relevant links enhance the program's content.
Produces audio for evening rebroadcast of <i>Vermont Edition</i> .	The audio of the noon broadcast is produced and rendered according to standard operating procedures.	The sound quality and timing of the rebroadcast meets standards of excellence, including sounds levels and run times across all segments of the program.
Invested in long-range success of <i>Vermont Edition</i> as outlined by VPR's senior management and the organization's strategic plan.	Demonstrates a good understanding of best practices in talk/news programming.	Produces individual episodes of <i>Vermont Edition</i> that are integral to the station's reputation for high-quality news programming and are regarded as critical news resources for the region.

Assesses program quality.	Participates in daily debriefing and leads debriefing for programs s/he produces.	Listens to the day's program, and contributes both praise and constructive criticism during the debriefing.
Reporting for newscast.	Producer uses good news sense to generate newscast story from the program. Conceives and reports occasional investigative or scenesetting spots to provide background or context for show topics.	Stories underscore VPR's role in presenting Vermont news, excellent use of sound, and superlative writing. These reports intensify awareness and the listener's connection to the topic.
Fully committed to journalistic accuracy, fairness and ethics.	Content is error free and represents balanced points of view; code of ethics standards are followed closely.	Contributes to VPR being viewed as a model of journalist standards and ethics.
Has knowledge of broadcast rights and libel.	Understands fair use rules and applies them consistently. Seeks advice when written permissions may be necessary.	Identifies critical situations that require analysis and provides input into decision-making.
Participates in station fundraising activities as needed.	Regularly contributes to on air fund raising as a producer or pitcher.	Conveys confidence and enthusiasm in fundraising, and the public broadcast funding model.
In both attire and attitude, exhibits professional demeanor appropriate for VPR's workplace and mission.	Develops personal skills and characteristics that model what is desired in all employees.	Demonstrates a high level of commitment and dedication to the mission and continuous improvement of VPR, a high level of energy, and an obvious enthusiasm for the work of VPR. Consistently acts with the highest standards of journalism, business ethics, and personal integrity. Serves as an excellent ambassador for VPR, both formally and informally.
Involved in ongoing professional development for the benefit of VPR.	Attends conferences, seminars, and makes station visits, when appropriate and feasible.	Ongoing professional development is a priority and is seen as a model by other staff.
Supports VPR's strategic plan.	Considers VPR's strategic goals in developing topics and themes that <i>Vermont Edition</i> covers.	Creates <i>Vermont Edition</i> segments that are essential to the listening community and fulfill VPR's strategic goals for content.

## **EXCELLENCE IN THIS POSITION**

Excellence in this position means contributing to a daily program that provides in-depth understanding of the top issues facing the listeners of our region. Broadcasts should be noted for crisp analysis, natural sound, and covering aspects of an issue that have been unexamined. The producer should know and use technology easily, for the maximum benefit of the broadcast.

Excellence also includes the following:

1. Possessing a high level of commitment and dedication to the mission of VPR and public radio. Volunteers personal support to public radio.
2. Demonstrating a high level of energy. An obvious enthusiasm for the work of VPR. Outgoing, friendly with co-workers, and demonstrates a sense of humor.
3. Acting consistently with the highest standards of journalism, business ethics and personal integrity. Preserving confidentiality appropriately. Stewarding resources with prudence and accountability.
4. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners and potential listeners connect with VPR.
5. Facilitating communication across departments, among employees, and with the public. Fostering open and candid relationships with VPR listeners and contributors. Managing conflict constructively.
6. 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.
7. Expressing consistent, high performance expectations for themselves, the program, their department, VPR's leadership, and VPR.
8. Supports the Managing Producer of *Vermont Edition* in attaining program goals.
9. Developing a broad understanding of all of VPR's departments sufficient to collaborate effectively with peers, ensure excellent communication and teamwork among departments.

## **POSITION REQUIREMENTS**

**Education and Experience:** Bachelor's degree, three years' experience in journalism.

**Essential Skills:** Knowledge of journalistic principles, ethics and standards. Intimate knowledge of Vermont and the Northeast highly desirable. In-depth knowledge of state, regional, national and international issues required. Excellent organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively. Ability to work under strict deadline.

**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 25 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.*