

Vermont Public Radio

Job Title: News Reporter – Capital Bureau

Department: VPR News

Functional Area:

Reports To: News Editor

FLSA Status: Exempt

Prepared Date: Sept. 4, 2008

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Approved Date:

SUMMARY. Reports and produces news and feature stories for VPR news programs and digital platforms in keeping with VPR’s mission. Stories include: breaking news, enterprise, features, interviews, profiles and investigative pieces and series for VPR news programs. The News Reporter produces stories that have meaning and national resonance. Stories are filed daily for vpr.net, Morning Edition, Vermont Edition, All Things Considered, and weekend programs. The News Reporter develops his or her own story ideas and has a wide range of sources. Reporters also receive assignments and are regularly called upon to provide in-depth news analysis in various regional news programs. Reporters must also be capable of producing and mixing stories on deadline. Adheres to strict ethical standards as described by VPR. Pitches stories to NPR.

ESSENTIAL ROLES

1. Reports breaking news stories on deadline
2. Produces digital content and maintains active social media feed, such as Twitter
3. Produces in-depth enterprise, investigative stories and series.
4. Provides in-depth on-air news analysis as expert reporter
5. Tracks political, legislative and state government issues
6. Develops “Tier Four” news coverage that provide local meaning and reflects the community values
7. Writes broadcast script rich with natural sound.
8. Takes photos or video
9. Regularly pitches stories to NPR

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

Essential Duties and Responsibilities	Minimum Requirements	Excellence in this Position
Reports breaking news stories on deadline.	Keeps track of daily news events, anticipates likely developments, gathers audio, takes photos, and writes scripts in time for effective editing and production while adhering to highest standards of accuracy and fairness. Also responsible for digital-first stories on vpr.net and maintaining active Twitter feed.	Listeners rely on VPR for the essential news of the day as well as the in-depth meaningful stories that we refer to as Tier 3 and 4 stories. Staged events are covered when necessary but they are not the main components of VPR’s news reporting. Stories are accurate and timely, but also explain why the news event matters to listeners and their community. Our audience needs this information on vpr.net and via broadcast.
Reports in-depth and investigative	Stories step back from daily news	VPR is recognized as the place to

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stories.	cycle to explain issues comprehensively. Stories are NPR quality, with compelling writing, and natural sound elements. Photos and additional material are also presented on vpr.net.	go for essential news plus an in-depth understanding of top issues facing our region. Stories consistently provide Tier 4 context that generates civil discourse and discussion. Stories also link across other VPR programs and platforms, including vpr.net and Vermont Edition.
Reports and produces long-term projects and series.	The series and projects explain issues that that directly affect Vermonters' lives and their communities. The pieces are comprehensively researched and clearly written. A cross section of sources is used to present a variety of points of view. Technical, scientific and legal issues are explained with concision and clarity.	The series and projects present issues and events in ways that distinguish VPR from other media. The projects should stop listeners in their tracks, create statewide "buzz," generate additional media coverage and prompt public discussion. The series and projects also tell people how they can learn more, or get involved, consistent with Tier 4 coverage.
Participates in on-air two ways with station hosts.	Discusses key components of the issue in a conversational matter. Researches the issue, offers host questions, and prepares and rehearses for two-way. Is able to respond to spontaneous, unscripted questions from host.	Conveys the subject matter convincingly and clearly with a crisp, enthusiastic delivery that displays interest and passion. Brings additional institutional knowledge to the conversation and expands the scope of the interview.
Gathers network-quality audio. Understands the basics of gathering ambient sound.	Operates recording equipment with ease. Can quickly edit digital audio using software tools. Records as much in-person sound as possible.	Natural sound is regularly incorporated in stories and listeners are transported through its use to the scene of the story. Sound weaves through the narrative thread and maximizes listener interest and understanding.
Tracks political, state government and legislative issues.	Keeps a daily, weekly and monthly schedule of important events. Monitors Vermont and national news sources for story leads. Cultivates and maintains contacts with a wide variety of news sources.	Takes a pro-active approach to news coverage that gets ahead of the curve and beyond the scheduled press events. Anticipates important stories and breaks them ahead of other news outlets. Evaluates how national stories could have a local or state impact. Develops original story ideas based on emerging issues in

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Uses multi-media approach to cover the news and communicates with the Digital News Team.	Uses photo, slide-show, video, blog posts, social media as appropriate.	Users and listeners find VPR news and information continuously throughout the day on multiple devices.
Embraces team concepts in VPR News Department and with other departments	Meets regularly with VPR news team to plan projects, coordinate coverage and share expertise, background and sources for stories and talk shows.	Works cooperatively and unselfishly with producers, editors and engineers. Maintains professional relationships with calm and appropriate humor. Exemplifies the notion that the team is more important than individual members, and that the most rewarding work happens through collaboration.
Assures journalistic standards are upheld.	Newscasts and stories are accurate, fair, balanced and adhere to best practices and NPR code of ethics.	Listeners perceive VPR as a model of journalistic integrity.

EXCELLENCE IN THIS ORGANIZATION includes the following:

1. A high level of commitment and dedication to the mission of VPR and public radio. Personally volunteers support for public radio – either financially or in other ways.
2. A high level of energy. An obvious enthusiasm for the work of VPR. Outgoing, friendly with co-workers, and maintains humor and poise in a pressure-cooker environment.
3. Acting consistently with the highest standards of journalism 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. Maintaining excellent communications across the department. Fostering open and respectful relationships with VPR colleagues, listeners and contributors.
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. Being recognized by peers for knowledge of the craft, demonstrated expertise and success, and commitment to the cause.
8. Expressing consistent, high performance expectations for themselves, their department. Seeking professional development and training opportunities.

SUPERVISORY RESPONSIBILITIES

None

POSITION REQUIREMENTS

Education and Experience: Bachelor's degree and at least five years of relevant experience in journalism demonstrating top levels of news and feature reporting.

Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively. May be required to work evening or weekend hours.

Physical Demands: Must be able to talk, hear, walk, sit for extended periods, travel, stand, use hands to feel and hold, see, and reach with hands and arms. Must be able to carry and operate broadcast field kit weighing up to 25 pounds. Must be able to type quickly.

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.