

## Vermont Public Radio

Job Title: Intern, News  
Department: Content  
Reports To: Emily Alfin Johnson, Senior Producer  
FSLA Status: Internship  
Prepared Date: December 28, 2017

**SUMMARY:** An intern in the newsroom is responsible for learning and exploring their interest in public media. To assist in that process, an intern will rotate through three-four newsroom teams, learning and assisting with entry-level tasks and apprenticing on larger assignments. This may include reporting stories, publishing web pieces, producing audio features, executing creative projects. Interns are encouraged to learn and explore their interest in public media. To assist in that process, they will rotate through three-four newsroom teams.

They will spend ~4 weeks each with:

- **The digital creation team:** responsible for engagement and all digital-first platforms including NPR One. *Video production opportunities available as interest dictates.*
- **The *All Things Considered* team:** responsible for the 4-6 p.m. on air product, producing multiple newscasts each day and two-way interviews each week. Team also reports for VPR News.
- **The Investigative reporting team/New England News Collaborative team** (*dependant on interest and scheduling*): long-form reporting team focusing on multi-platform investigative and regional news respectively. *Opportunities may arise for video production*

Each intern applicant will submit a project proposal, which if approved will become part of their 14-week internship (details attached.) A newsroom intern will utilize the skills they develop with each team to execute their vision over the course of their tenure. Each intern will complete the program with a portfolio of work to carry with them into the professional world.

### ESSENTIAL ROLES:

- 1. Constantly be learning.** There's no such thing as a dumb question.
- 2. Be present.** When you're at VPR, it's time to work. 12 hours a week is not a lot of time. Stay focused.
- 3. Honor.** When you're here, you're a representative of VPR. Push us to honor your experiences, and strive to honor those of your fellow Vermonters.
- 4. Make mistakes.** Take risks is a central guiding principle of VPR's strategic plan. As part of that, be ready to make mistakes.

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

<b>Essential Responsibilities</b>	<b>Outcomes</b>
Learn to use Core Publisher CMS	Be able to file and publish stories to VPR.net under own byline
Learn to use Vegas/Audacity Audio Editing Software	Be able to edit and post audio/newscasts.
Learn to record audio	Be able to produce own audio stories.
Learn to write clean copy in AP style	Be able to file stories for VPR.net.
Learn to file copy in Newsboss	Be able to file stories for air on VPR News
Learn to craft a story proposal	Be ready to pitch stories to future newsrooms
Learn to execute a story plan	Be prepared to go into the field, and file complete, well-crafted stories.

**EXCELLENCE IN THIS ORGANIZATION** includes the following:

1. A high level of commitment and dedication to the mission of VPR and public radio.
2. Preserving confidentiality appropriately.
3. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, donors and potential donors connect with VPR.
4. Facilitating respectful communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR listeners and donors. Managing conflict constructively.
5. 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.
6. Expressing consistent, high performance expectations for themselves, their department, VPR's leadership and VPR.
7. Developing a broad understanding of all of VPR's departments, programs and services sufficient to assist donors, collaborate effectively with peers, ensure excellent communication and teamwork among departments.

**SUPERVISORY RESPONSIBILITIES:** None

**POSITION REQUIREMENTS:** Be able to be physically present in our Colchester office for 12 hrs a week for 14 weeks of the assigned session. Interns must be authorized to work in the United States.

We can accommodate flexible schedules within regular business hours.

**Education and Experience:** Studying journalism, media, communication or interest in public media journalism. High school/GED or its equivalent required.

**Essential Skills:** Proficient in written and spoken English.

**Physical Demands:** While performing the duties of this job, the employee must regularly talk, hear, and sit or stand facing a computer using a keyboard for extended periods, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus and use dual monitors. The work environment is an open environment office and noise levels vary.

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.*