

## Vermont Public Radio

Job Title: Vermont Edition Intern  
Department: Content  
Reports To: Sam Gale Rosen, Managing Editor, Vermont Edition  
FSLA Status: Internship  
Prepared Date: December 28, 2017

**SUMMARY:** Vermont Edition interns are responsible for learning about what goes into producing a daily talk show and developing the skills required for high-quality reporting and storytelling. In the service of this, they will assist the Vermont Edition team in multiple aspects of their work on the program. This will include:

- serving as call screener for live programs (to the extent their schedules allow)
- Researching story and segments ideas
- Booking selected interviews
- Collecting field audio
- Producing rebroadcasts and podcasts
- Supporting online engagement efforts
- other duties as assigned

Interns will spend 14 weeks with the Vermont Edition team, learning the essential skills that go into producing a daily talk show and the experience of working in a newsroom environment.

Intern applicants will **submit a proposal for an episode of Vermont Edition (see attached)**, which if approved will become part of their internship. They will utilize the skills they have developed to produce a show based on their proposal: including developing the focus and essential questions of the episode, finding and booking appropriate guests and developing scripting and specific questions for the show with the host. 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 and learn from them.

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

1. A high level of commitment and dedication to the mission of Vermont Edition and VPR.
2. Serving as an excellent ambassador for VPR and Vermont Edition, both formally and informally. Helping listeners, potential listeners, donors and potential donors connect with VPR.
3. Facilitating respectful communications across departments, among employees and with the public. Fostering open and candid relationships with VPR listeners. Managing conflict constructively.
4. 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.
5. Expressing consistent, high performance expectations for themselves, Vermont Edition, VPR's leadership and VPR.
6. 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 required or its equivalent.

**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.*