



## Job Description Assistant News Director

Job Title: **Assistant News Director**  
Department: News  
Reports To: Director of News  
FLSA Status: Exempt  
Date: August 2018

### SUMMARY

The Assistant News Director supervises staff and helps edit and coordinate daily news and enterprise reporting across platforms. This includes VPR's broadcast and digital stories, interviews, commentaries and social media content. The Assistant News Director serves as the center of the hub of daily production, working closely with the News Director.

### ESSENTIAL ROLES

- Helps determine daily news plans across multiple platforms (broadcast, website, social media)
- Edits on-air and digital newscast and enterprise stories from reporters, producers and hosts
- Works with News Director to develop special projects and coverage plans
- Helps plan and produce regional newscasts
- Supervises some newsroom reporters, producers, hosts
- Helps shape the content on VPR's website
- Writes stories for broadcast and digital platforms, as needed
- Participates in membership drives
- Engages with the strategic plan and achieves its intended results

### ESSENTIAL RESPONSIBILITIES

#### **Essential Responsibilities**

Manage, plan and edit regional stories for broadcast and digital platforms

Helps supervise news reporters, producers and program hosts. Meets regularly with direct reports and oversees their performance assessments.

#### **Outcomes**

Listeners and users rely on VPR for the essential news of the day over the air and online.

Results include trusting and respectful professional relationships within the department.

Produces, manages and reports for special projects, as needed.

VPR is distinguished by in-depth and meaningful reporting that has long-term impact on the state of Vermont.

Manages news events calendar and daily scheduling of content.

Calendar and lineup contribute to well-organized news coverage and newscast production.

Regularly seeks out, incorporates and tracks diverse voices in news content.

A diversity of voices is incorporated into our programs and news coverage, telling more complete and inclusive stories.

Ensures that journalistic standards, accuracy and ethics are upheld. Consistently acts with the highest standards of journalism, business ethics and personal integrity.

Listeners and users perceive VPR as a model of journalistic integrity.

Has knowledge of broadcast rights and libel.

Determines when talent and original material releases are needed. Applies understanding of libel, invasion of privacy and fair use rules.

Seamlessly participates in and facilitates respectful relationships among various partners (e.g. podcasting, investigative, NENC, NPR) as needed

Listeners and users have access to more diverse content.

Participates in station fundraising activities, as needed.

The news department serves as a key partner in membership drives.

Involved in ongoing professional development opportunities and also works to identify opportunities for direct reports.

Attends conferences and seminars when appropriate and feasible. Plans trainings and opportunities for newsroom staff.

## **EXCELLENCE IN THIS POSITION**

In addition to the above outcomes, excellence also includes the following:

1. A high level of commitment and dedication to the mission and vision of VPR and public radio.
2. A high level of energy and an enthusiasm for the work of VPR. Outgoing, friendly with co-workers and demonstrates an appropriate 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, potential listeners and donors connect with VPR.
5. Facilitating excellent communications 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 himself/herself, the program, his/her department, VPR's leadership and VPR.
8. Developing a broad understanding of all of VPR's departments sufficient to collaborate effectively with peers, ensure excellent communication and teamwork among departments, contribute significantly to VPR's general management and help other managers do their jobs more effectively.

### **SUPERVISORY RESPONSIBILITIES**

Reporters, producers and hosts, to be determined.

### **POSITION REQUIREMENTS**

**Education and Experience:** Five years of experience in journalism, desired.

**Essential Skills:** Knowledge of journalistic principles, ethics and standards. In-depth knowledge of state, regional, national and international issues required. Excellent news judgment and experience editing breaking news and enterprise/investigative projects. Ability to supervise and manage a newsroom staff. 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 for news coverage or VPR events or training, occasionally stand, use hands to feel and hold and reach with hands and arms. 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.*