



## Vermont Public Radio

Job Title: **Part-Time VPR Classical Morning Host**  
Department: Content  
Reports To: Program Director  
FLSA Status: Non-Exempt, weekday  
Date: November 2018

### SUMMARY

VPR's Music Hosts are the on-air and digital ambassadors for VPR, and facilitate the discovery and enjoyment of music for our audience.

### ESSENTIAL ROLES

- Hosts regular shift
- Digital content and engagement
- Audio production
- Pledge drive participation

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

Essential Responsibilities	Outcomes
Host and Board Op classical music program.	Audiences and staff tune for our local hosting presence and connection to community, as well as quality of music played.
Host builds rapport with our audience	Delivery is warm, conversational, professional, polished, and compelling.
Advances audience engagement opportunities.	Audiences feel a strong local connection to VPR music in-person.
Engages in use and upkeep of music technology, such as Music Master and ENCO.	Accurate cataloguing increases the efficiency of VPR's music programming, making it possible to do more in the public interest.
Playlists are online in a timely manner, with clear knowledge of broadcast rights.	VPR is in compliance with reporting of music playlists, audience is served with musical selections.
Creates digital content.	Audience is engaged online by content that enhances their enjoyment and understand of the music.
Underwriting is read and recorded accurately. Participates in station fund-raising activities as needed.	Station finances are kept healthy by full and enthusiastic participation of this individual.

## **EXCELLENCE IN THIS POSITION**

1. In addition to the above outcomes, excellence also includes the following:
2. A high level of commitment and dedication to the mission of VPR and public radio.
3. Preserving confidentiality appropriately.
4. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, donors and potential donors connect with VPR.
5. Fostering respectful communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR listeners and donors. 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, their department, VPR's leadership and VPR.
8. 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.

## **POSITION REQUIREMENTS**

**Experience:** Passion for classical music. Radio experience preferred.

**Essential Skills:** High level knowledge of classical music and an aptitude for foreign language pronunciations. Production, computer, and board operator skills required.

**Physical Demands:** While performing the duties of this job, the employee is regularly to talk, walk, and sit for extended periods. Hearing is required.

(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.*