



## Job Description Managing Editor, Vermont Edition

Job Title: **Managing Editor / Vermont Edition**  
Department: News Magazine / Vermont Edition  
Reports To: Chief Content Officer  
FLSA Status: Exempt  
Date: April 2017

### SUMMARY

The Managing Editor for Vermont Edition is responsible for leading and maintaining an essential, high quality and compelling news magazine for broadcast, on-demand, and digital platforms.

The Managing Editor is an innovator and actively engages with VPR's strategic planning vision, purpose and initiatives, aligning Vermont Edition programming to fulfill the strategic plan with daily and long-term planning.

Guides program producers and helps conceptualize and create program segments designed for broadcast and digital audiences. Brings emphasis to new audiences, real people, diverse guests, audience involvement, and shareable content.

Oversees budgeting, staff development and resource allocation.

May be responsible for special broadcasts and breaking news events, integrates with newscast reporting, and adapts program to breaking news events as needed.

Contributes to the general management of the station as a member of the VPR management team.

### ESSENTIAL ROLES

- Leads production of daily news magazine
- Participates in identifying and carrying out strategic plan outcomes for broadcast and digital audiences
- Supervises program producers
- Takes leading role in special coverage news projects
- Actively contributes as member of content supervisors team

### KEY OUTCOMES

- Listeners and users are more informed and consider VE essential to their lives.
- Vermont Edition is an "on ramp" for more learning of topics important to audiences.
- The program, program segments, and digital content are shared by audiences.
- Vermont Edition contributes to respectful discourse.
- Audiences are engaged; people see themselves in our programs.
- People experience joy from listening.
- Communities are better off as a result of our work.

**ESSENTIAL RESPONSIBILITIES**

<b>Essential Responsibilities</b>	<b>Outcomes</b>	<b>Excellence in this Position</b>
Identifies issues critical to listeners and guides ongoing production of programs focusing on those issues.	<i>Vermont Edition</i> is widely recognized as an essential conversation for issues of importance to audiences. We are an “on-ramp” for learning.	People are inspired by the programming and the community is better off as a result of our work. People perceive the program as a top example of “exploring the whole Vermont story, together.”
Has strong knowledge of strategic plan and actively incorporates the plan into short- and long-term program planning.	Programs regularly reflect the vision, purpose and initiatives of the strategic plan.	A continuous loop of success is set in motion with regard to the public service VPR provides to listeners and users.
Supervises the operations of <i>Vermont Edition</i> , including long-range planning, and segment planning and development.	Ensures that producers are knowledgeable and plan for upcoming segments. Production is well-managed and runs smoothly.	Quality and creativity in topic and guest selection and use of sound are at consistently high level. <i>Vermont Edition</i> is recognized as executing national-quality programming.
Seamlessly integrates broadcast and digital content to serve the audiences.	Digital and broadcast audiences find the content they need where they need it.	Audiences recognize VPR as essential to their lives as times and technology shift.
Regularly seeks out and incorporates diverse voices in Vermont Edition programming.	Voices of real people are heard regularly in programming segments as guests and callers.	People perceive that this is a program “for me.”
Supervises <i>Vermont Edition</i> production staff, developing producers’ teamwork and coordinating workload among producers.	Establishes a collaborative relationship with and among producers. Producers have a thorough understanding of <i>Vermont Edition</i> mission and public radio	Team is recognized as optimistic, collaborative and cohesive, carrying out the themes of strategic planning of honor, sustain, risk, and connect.
Oversees digital and on-demand content for <i>Vermont Edition</i> .	Ensures that producers upload podcast of program and update web site pages, including web exclusive.	Web pages are rich in content and well designed with no typographical errors.
Knows and understands operation of digital platforms and tools for website, podcast, and social media.	Digital platforms are key components of Vermont Edition and may be digital first.	Users perceive VE is wherever they need it and they are drawn to content through social media.
Knows and understands operation of necessary broadcast equipment in the field and in studio.	Field recording and program production occurs easily and with accuracy.	ME participates in key aspects of program development and production.

Generates and executes ideas for program segments through research, pre-interviews and field recording.	Fully capable of conceptualizing a program segment, planning interview content, and recording interviews or field sound.	Produces segments that serve as a model for other staff. Encourages innovation in topics, techniques and approach to heighten the quality and uniqueness of <i>Vermont Edition</i> programming.
Advises and instructs call screener.	Provides guidance in protocols for call screening, interacting with callers, and focus of callers' role in given segments. Ensures that call log is kept for each call-in segment.	Call screener is well-prepared for role and is able to identify best callers for a given segment. Gives reliable advice and support in dealing with difficult or inappropriate callers.
Oversees evening rebroadcast of <i>Vermont Edition</i> .	The audio of the live broadcast is produced and rendered according to standard operating procedures, appropriate sound levels, and communication regarding timings and cues.	Audiences experience a seamless program with high production values.
Assesses program quality.	Participates in and leads daily debriefing and monitors continuing program quality. Organizes in-depth reviews and planning meetings occasionally throughout the year.	Broadcast and digital programming builds on successes, risks and failures.
Produces live special coverage programs in cooperation with News, Digital and Programming departments.	Works closely with others to coordinate coverage of major events and special projects between newscasts and <i>Vermont Edition</i> .	Listeners hear news coverage and <i>Vermont Edition</i> programming that complements one another and deepens community knowledge and understanding of news events.
Participates in the Content Supervisors team.	Contributes to communication, planning and management of projects that cross supervisory lines within the News and Programming Departments. Works with team toward VPR's strategic and operational goals.	Is a key contributor to regular meetings; anticipates opportunities and problems, and works with other supervisors best position the department's projects and staff for success.
Manages <i>Vermont Edition</i> Budget.	Prepares timely budget item projections and controls expenses effectively.	Develops strong and unique content for VPR while staying on budget.
Has knowledge of broadcast rights and libel.	Determines when talent and materials releases are necessary and provides that instruction to staff. Understands fair use rules and applies them consistently.	Identifies critical situations that require analysis and provides input into decision-making.

Participates in station fund-raising activities as needed.

Regularly contributes to successful fund-raising efforts. Understands and effectively plays appropriate roles.

Other fund raisers express a high level of confidence that whatever role is required will be done well.

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Consistently acts with the highest standards of journalism, business ethics, and personal integrity.

Adheres to appropriate codes of integrity and station policies.

VPR is viewed as a model of journalistic integrity.

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Involved in ongoing professional development for the benefit of VPR.

Attends conferences and seminars when appropriate and feasible.

Ongoing professional development is a priority and is seen as a model by other staff.

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### **SUPERVISORY RESPONSIBILITIES**

Manages *Vermont Edition* broadcast and digital production. Directly supervises program producers and call screener.

### **POSITION REQUIREMENTS**

**Experience:** At least five years experience in broadcast news and supervisory experience.

**Essential Skills:** Knowledge of journalistic principles, ethics and standards. In-depth knowledge of state, regional, national and international issues required. Knowledge and use of broadcast and digital platforms and technology. 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, occasionally stand, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. 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.*