



Job Description VPR News Producer

Job Title: **News Producer**
(Morning Edition / All Things Considered)
Department: News Department
Reports To: News Director
FLSA Status: Exempt
Date: September 2017

SUMMARY

News producers are responsible for the seamless production of timely and professional regional newscasts for broadcast and digital platforms. For broadcast, producers review and coordinate local and national production for each program, preparing scripts, promos, music beds, host interviews, and updated segments. News producers also are responsible for timely production of newscasts and on-demand content for digital platforms and apps. They are fluent with the sharing of content on social media. The essentialness of our service to the public is in the forefront at all times, from planned stories to immediate local or national emergencies or situations. A mastery of a variety of skills is required for today's producers, including editing, broadcast and digital writing and reporting, recording, mixing, photography, headline writing, digital design and social media.

ESSENTIAL ROLES

- Plans and produces regional newscasts
- Edits and posts digital newscasts and stories
- Reviews national program content and how it relates to local content
- Conceives program projects
- Writes stories for broadcast and digital platforms
- Participates in membership drives
- Achieves outcomes of strategic plan through daily producing

KEY OUTCOMES

- Listeners and users are more informed and consider VPR essential to their lives
- People see and hear themselves in our content; VPR is seen as inclusive and participatory
- Government is held accountable to the people because of our work
- The hidden and unknown are revealed
- People experience more civility in democracy
- Communities are better off as a result of our work
- The least powerful feel that their voices are raised

ESSENTIAL RESPONSIBILITIES

Essential Responsibilities

Plans and produces regional newscasts for broadcast and digital platforms.

Outcomes

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

Conducts live edits for air and digital edits for on-demand.	VPR content is heard and read on various platforms to fulfill changing needs of the audience and users.
Stays abreast of developing news in order to update or modify essential programming.	Listeners and users rely on VPR wherever they are for the latest news.
Uses and values with equal ability, broadcast and digital skills to produce for various platforms. This includes reporting and writing, audio production, posting content in VPR's CMS, strong headline writing, photography, AP style and peer copy editing. Adheres to VPR's SOPs for digital workflow and production and seek out opportunities to improve their skills.	Users receive the content in the manner in which they want and to the standard that is expected.
Uses social media effectively to engage with users about VPR content or programming.	Users have a "whole media" experience with VPR and engage with our content.
Regularly seeks out, incorporates, and tracks diverse voices in news content.	Voices of real people are part of our programs.
Ensures that journalistic standards, accuracy, and ethics are upheld.	Listeners and users perceive VPR as a model of journalistic integrity.
Regularly schedules two-way interviews for VPR hosts.	Listeners experience the first-person experiences of people in the news and their humanity.
Embraces VPR culture and processes, understands and values the work of other departments.	VPR is an example of non-profit organization collaboration.
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.
Seamlessly participates in various desks or partnerships (eg: podcasting, investigative, NENC, NPR) as needed	VPR news and feature content serves the right audience at the right time in the right format and place.
Participates in station fund-raising activities as needed.	Regularly contributes to successful fund raising efforts. Understands and effectively plays appropriate roles.
Consistently acts with the highest standards of journalism, business ethics, and personal integrity.	Adheres to appropriate codes of integrity and station policies.

Produces and reports for special projects.

VPR is distinguished by in-depth and meaningful reporting that has long-term impact.

Develops skills to support master control and digital troubleshooting.

Broadcast or digital problems can be identified and appropriate measures can be activated for seamless delivery of content.

Involved in ongoing professional development for the benefit of VPR.

Attends conferences and seminars when appropriate and feasible.

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 vision of VPR and public radio. Involved in ongoing professional development for the benefit of VPR.
2. Acting consistently with the highest standards of journalism, business ethics and personal integrity. Preserving confidentiality appropriately. Stewarding resources with prudence and accountability.
3. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, and donors connect with VPR.
4. Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR listeners and contributors. 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, the program, their department, VPR's leadership, and VPR. With staff: helping them develop a high level of commitment to their mission and excellent teamwork. Helping develop employee skills and abilities, mentoring well, and helping employees realize their professional goals. To the extent possible, helping develop the next generation of leadership at VPR and creating a viable succession plan for their department. Attracting and retaining great employees.
7. Developing a broad understanding of all of VPR's departments sufficient to collaborate effectively with peers, ensure respectful communication and teamwork among departments, contribute significantly to VPR's general management, and help other managers do their jobs more effectively.

SUPERVISORY RESPONSIBILITIES

None.

POSITION REQUIREMENTS

Education and Experience: Three years' experience in broadcast and digital news.

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 for news coverage or VPR events or training, 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.