

Vermont Public Radio

Job Title: Host/Reporter (PT) - *Weekend Edition Saturday*

Department: Programming

Reports To: Program Director

Classification: Part-time (12 hours per week)

FSLA Status: Non-Exempt

Prepared Date:

SUMMARY: VPR's *Weekend Edition Saturday* Host and Reporter will be the voice of VPR's Saturday mornings and will be a touchstone for VPR's news presence on the weekends. The host/reporter integrates NPR and VPR content seamlessly for the best audience experience. May fill in for other program hosts.

ESSENTIAL ROLES:

- Prepares for and delivers friendly and professional presence on the air live and automated.
- Operates clean board and complies with sound of station guide and FCC rules.
- Compiles and writes newscasts, maintaining VPR as an essential news service
- Produces digital content and maintains active social media feed, such as Twitter
- Researches topics, books guests and conducts weekly 2-ways
- Participates in membership drives

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

Essential Responsibilities	Outcomes
Ensures all incoming and outgoing programs and information streams for all VPR services and active broadcasts are accurate and on schedule. Responsible for both live shifts - recording breaks for automated shifts.	Upholds established sound of station standards and FCC rules and requirements.
Responds to breaking news stories on deadline, with a focus on political, legislative and state government issues.	Reporting provides essential news of the day, as well as for more in-depth, sound-rich stories.
Produces digital content, and maintains active social media feed.	The whole Vermont story is shared on VPR.net and through social media channels.
Primary point of contact for VPR Engineering, Programming, and Operations while on duty. Monitors incoming emails. Quickly reports any unusual operational issues.	Quick recovery when troubleshooting. Listeners experience minimal disruption on VPR.

Edits news stories and compiles newscasts to present the most accurate, up to date information to listeners.	VPR presents listeners with accurate, up to date news and information.
Serves as ambassador for VPR at public events, including station engagement activities.	The audience respects and appreciates VPR's commitment to public service journalism through the work of its hosts and reporters.
Prepares for Saturday hosting in advance, setting up news interviews or debriefs, planning newscasts, digital presence and forward promotion.	Listeners and users have similar experiences on weekdays and Saturdays and find continuity in what VPR provides from Friday to Saturday.
May provide back-up or substitute hosting for other programs or shifts.	Listeners have professional continuity in the broadcast even during periods of PTO.
Familiar with the basic operation of the board, including taking it in/out of automation, setting up the board for on air and production use, troubleshooting audio stream issues.	VPR's sound on the air is seamless and professional, allowing the listener to focus without distractions.
Participates in station fund-raising activities as needed.	Regularly contributes to successful fundraising 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.
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.

EXCELLENCE IN THIS ORGANIZATION includes the following: *(Will vary based on the nature and requirements of the position)*

1. A high level of commitment and dedication to the mission of VPR and public radio.
2. Preserving confidentiality appropriately.
3. Serving as an ambassador for VPR, helping listeners, potential listeners, donors and potential donors connect with VPR.
4. Facilitating respectful communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR listeners and donors. 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, their department, VPR's leadership and VPR.
7. 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:
Education and Experience

Three to five years of relevant experience with journalism background preferred.

Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively.

Physical Demands: Must be able to talk, hear, walk, sit for extended periods, travel, stand, use hands to feel and hold, see, and reach with hands and arms. Must be able to carry and operate broadcast field kit weighing up to 25 pounds. Must be able to type quickly.

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