



## Vermont Public Radio

Job Title: **News Director**  
Department: News  
Reports To: Chief Content Officer  
FLSA Status: Exempt  
Date: November 2017

### SUMMARY

The News Director is responsible for leading the News Department at VPR. The Director leads the department's work across all platforms and guides the station to success according to its strategic plan. Leadership includes producing the right balance of daily newscasts, enterprise and in-depth reporting, investigative reporting and regional reporting for broadcast and digital audiences.

### ESSENTIAL ROLES

- Implements strategic planning goals
- On-air and online news planning and production
- Anticipates and responds to changes in media environment
- Supervises reporting, producing and editing staff
- Actively collaborates with members of content supervisors team
- Oversees budget

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

### Essential Responsibilities

### Outcomes

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Implements the identified outputs for the VPR strategic plan, specifically with regard to investigative reporting.

Key components of the output (charter, workplan, metrics etc.) are developed and carried out in order to meet the desired impact and outcomes of the plan.

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Identifies issues critical to listeners and guides ongoing production of news reporting.

*VPR News* is widely recognized as an essential source for news of importance to audiences.

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Supervises staff of multi-platform journalists and producers.

Staffing is efficient and staff supports systems and processes to achieve mission.

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Establishes beat system to organize VPR's news coverage.

News coverage is organized efficiently and meets the needs of the public.

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Assigns and edits news and feature stories and interviews.

Works with news staff to develop the right mix of breaking news, in-depth reporting, 2ways, and feature reporting.

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Responsible for employing the highest standards of journalism, business ethics, and personal integrity.

People value VPR for its accuracy and integrity.

Regularly seeks out and incorporates diverse voices in VPR news programming.	Voices of real people are heard regularly in VPR stories and news coverage.
Knows and understands broadcast and digital processes in the field and in studio.	Field recording and digital production occurs easily and effectively.
Actively participates in the Content Supervisors team and demonstrates collaboration.	Contributes to communication, planning and management of projects that cross supervisory lines with other content departments.
Manages <i>News Department</i> Budget.	Prepares timely budget item projections and controls expenses effectively.
Has knowledge of broadcast rights and libel.	Guides reporters and editors on understanding of rights, libel and right to privacy and brings potential problems to light before publication.
Participates in station fund-raising activities as needed.	Regularly contributes to successful fund-raising efforts. Understands and effectively plays appropriate roles.
Keeps abreast of trends in delivery of news to audiences, attends conferences.	VPR audiences are well-served in the way they wish to receive news.
Involved in ongoing professional development for the benefit of VPR.	Attends conferences and seminars when appropriate and feasible.
Maintains a strong relationship with NPR and encourages reporters to file with the network.	VPR contributes regularly to NPR broadcast and digital services and is seen as an important partner in the system.
Maintains a strong relationship with the New England News Collaborative.	VPR is recognized as an essential contributor to the service and VPR provides its audiences with the NENC content.
Reports news stories as needed.	Staff is inspired by occasional reporting as needed in the event of special circumstances.

## **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.
2. A high level of energy. An obvious 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 themselves, the program, their 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**

Directly supervises members of the News Department staff.

## **POSITION REQUIREMENTS**

**Experience:** Ten years of news reporting and editing experience, including supervisory and budgeting 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.*