



Job Description News Editor

Job Title: **News Editor**
Department: News
Reports To: Director of News
FLSA Status: Exempt
Date: February 2018

SUMMARY

The VPR News Editor is the lead editor and coordinator of daily news across platforms. This includes VPR's broadcast and digital newscasts, on-demand stories, two-ways, commentaries and social media. The News Editor serves as the center of the hub of daily production, working closely with the Senior Producer for Digital. The News Editor coordinates local and national production of the news with VPR Programming.

ESSENTIAL ROLES

- Helps determine daily news coverage plans and edits reporters for broadcast and digital
- Plans and produces regional newscasts
- Supervises news producers and hosts
- Edits and posts digital newscasts and stories
- Reviews national program content and how it relates to local content
- Writes stories for broadcast and digital platforms as needed
- Participates in membership drives
- Engages with the strategic plan and achieves its intended results

ESSENTIAL RESPONSIBILITIES

Essential Responsibilities

Plans and produces regional newscasts for broadcast and digital platforms

Supervises news producers and program hosts and develops a strong team.

Conducts live edits for air and digital edits for on-demand.

Maintains news events calendar and daily lineup.

Outcomes

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

Results of teamwork include excellence in public service and strong professional relationships.

VPR content is heard and read on various platforms to fulfill changing needs of the audience and users.

Calendar and lineup contribute to well-organized news coverage and newscast production.

Uses broadcast and digital skills to produce for various platforms.

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 a strong example of non-profit organization collaboration.

Has knowledge of broadcast rights and libel.

Determines when talent and original material releases are needed. Applies understanding of libel, invasion of privacy and fair use rules.

Seamlessly participates in and facilitates relationships among various desks or partnerships (e.g. 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 fundraising activities as needed.

Station colleagues see news as a key partner in membership drives.

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 respectful 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 to 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

Producers and hosts.

POSITION REQUIREMENTS

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

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.