SUMMARY
A VPR reporter is part of a news team dedicated to exploring the whole Vermont story. Reporters deliver insightful, engaging and deeply reported coverage of some of the most critical issues facing the state. Reporters have a passion for covering Vermont communities and are equally adept at breaking news and creating rich, multi-layered enterprise stories. A reporter must be committed to diversity in reporting and sourcing.

A mastery of many skills is required for VPR reporters: broadcast storytelling and writing; producing; digital storytelling and writing; recording; mixing; photography; headline writing; and peer editing as needed. Reporters also pitch stories to national outlets and regularly collaborate with other Vermont news organizations.

ESSENTIAL ROLES

- Report daily and breaking news and compelling enterprise stories on air, on podcasts, online and on social media.
- In collaboration with a supervisor, work to shape beats, priorities and focus areas.
- Cultivate a broad base of sources and engage with communities.
- Generate creative story ideas.
- Work collaboratively within the VPR news team and with outside media partners.
- Embrace engagement journalism as part of reporting process.
- Provide live reports when needed.
- Lead or assist in special reporting projects.
- Maintain active and engaging social media accounts relevant to beat and coverage area.
- Participate in VPR events.
- Other duties as assigned.
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<tr>
<th>ESSENTIAL RESPONSIBILITIES</th>
<th>Outcomes</th>
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<td><strong>Essential Responsibilities</strong></td>
<td><strong>Outcomes</strong></td>
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<tr>
<td>Reports compelling news, enterprise and feature stories on deadline.</td>
<td>Listeners and users rely on VPR for the essential news of the day and the meaningful news of our time.</td>
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<td>Reports projects and series on relevant topics.</td>
<td>VPR is distinguished by its in-depth reporting, and listeners and users look to VPR to seek out and provide coverage that has impact.</td>
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<td>Has strong knowledge of strategic plan and actively incorporates the plan into short- and long-term planning.</td>
<td>Stories regularly reflect the vision, purpose and initiatives of the strategic plan.</td>
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<td>Uses with equal ability, broadcast and digital skills to produce for various platforms. This includes reporting and writing, audio production, posting content online, strong headline writing, photography, AP style and peer copy editing. Adheres to VPR’s SOPs for digital workflow and production and seeks out opportunities to improve their skills.</td>
<td>Users find VPR content where they want it and when they want it.</td>
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<td>Uses social media effectively to engage with users about VPR content. Reporters interact with audiences, cultivate new sources, break news and add value to people’s social media experience.</td>
<td>Users have a “whole media” experience with VPR and engage with our reporters and with our content.</td>
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<td>Regularly seeks out, incorporates, and tracks diverse voices in news content.</td>
<td>Voices of real people are heard regularly in stories and interviews.</td>
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<td>Ensures journalistic standards and ethics are upheld.</td>
<td>Listeners and users perceive VPR as a model of journalistic integrity.</td>
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<td>Regularly participates in on-air interviews with VPR hosts. Conveys the subject matter convincingly and clearly with enthusiastic delivery that displays interest and passion. Brings institutional knowledge to the conversation and expands the scope of the interview.</td>
<td>Listeners and users value the insight of VPR reporters.</td>
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<td>Tracks developments in assigned topics and beats.</td>
<td>Is seen as an expert in the field of reporting and trusted to explore the whole story.</td>
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<td>Embraces VPR culture and processes, understands and values the work of other departments.</td>
<td>VPR is an example of non-profit organization collaboration.</td>
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<td>Has knowledge of broadcast rights and libel.</td>
<td>Determines when talent and materials releases are necessary and provides that instruction to staff. Understands fair use rules and applies them</td>
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Participates in station fundraising 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.

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. Volunteers personal support to public radio.

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.

7. Developing a broad understanding of all of VPR’s departments sufficient to collaborate effectively with peers, ensure excellent communication and teamwork.

SUPERVISORY RESPONSIBILITIES

None.

POSITION REQUIREMENTS

Education and Experience: 1+ years journalism experience, preferably in broadcast news.

Essential Skills: Knowledge of journalistic principles, ethics and standards. Ability to gain in-depth knowledge of state, regional, national and international issues. 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 required 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.