SUMMARY

The Host/Senior Producer will be responsible for hosting a live daily call-in news magazine, guiding discussion around key local and regional issues. They will also be responsible for pitching, recording and producing program segments, and for contributing news and feature stories to VPR News.

ESSENTIAL ROLES

1. Hosts live daily call-in news magazine program
2. Pitches, records and produces program segments
3. Contributes news and feature stories to VPR News
4. Serves as an outward face for VPR
5. Participates in on air fundraising campaigns

Essential Duties and Responsibilities    Excellence

Hosts live daily call-in program    Helps shape an engaging, live one-hour program that is recognized as an important, unbiased source of news and information. Demonstrates thorough knowledge of program topics, as well as a comfortable, personable on air style.

Pitches ideas for programs    Contributes ideas that are unique and interesting, and add a new layer to the news.

Writes script for program    Writes the entire program script, with help from producers. Scripts are clear and compelling, and encourage listener engagement.

Writes interview questions    Shapes the arc of the program through questions that are respectful, probing, accurate and relevant to the conversation.
Works in collaboration with producers  
Builds strong, healthy working relationships with producers. Acknowledges and respects the unique skillset each brings to the team. Fosters a strong sense of morale and unity.

Writes and reports stories  
Regularly contributes news and feature stories to VPR News and, occasionally, national networks.

Engages with listeners outside of program  
Engages with listeners by phone, email and on social media platforms in a timely and respectful manner. Consults Managing Producer when their response is required or advisable.

Participates in community events and engagement, both VPR-sponsored and independent  
Hosts live special coverage, as assigned or needed. Gives speeches, moderates panels and neutral debates, and engages in community events and educational outreach. Elevates the visibility and reputation of the program and VPR through these events.

Conducts oneself both inside and outside VPR with professionalism and integrity  
Is known by name and by voice throughout the state and the region. Maintains a public position of neutrality.

EXCELLENCE IN THIS ORGANIZATION includes the following:

1. A high level of commitment and dedication to the mission of VPR and public radio.

2. 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.

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. Effectively working to strengthen the public radio community nationally. Being recognized by peers for knowledge of the craft, demonstrated expertise and success, and commitment to the cause.

8. Expressing consistent, high performance expectations for themselves, their department, VPR’s leadership, and VPR.

9. 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.

SUPERVISORY RESPONSIBILITIES
None

POSITION REQUIREMENTS

Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively. Ability to work under strict deadlines and pressure, ability to break news as it emerges. Experience in live radio. Radio voicing skills essential.

Physical Demands: The work environment is usually in an open space office or remotely from home; occasional travels for off-site events or training. 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.