



COLORADO PUBLIC RADIO Job Description (Oct 2018)

Position: Afternoon Producer and Editor
Reports To: News Director
FLSA Status: Exempt
Department: News

Summary

The Afternoon Editor manages our daily news operation in the afternoon, identifying, assigning and implementing coverage for Colorado Public Radio News on-air and online. The editor assigns a team of news magazine hosts and reporters -- and writes and edits news spots for the radio and web -- to develop engaging, timely and relevant daily content; and works with newsroom leadership to set and execute overall coverage priorities for CPR's audience.

Responsibilities & Duties

- Identify, assign and edit daily content including digital stories, newscast material, quick-turn features and two-ways.
- Work with reporters and hosts to develop engaging and relevant daily content for CPR's audience through two-ways and news spots while coordinating resources closely with the news director and the editorial team.
- Create content for radio newscast and digital platforms as needed.
- Set and manage deadlines for this content (immediate digital stories, quick turn features, two-ways, newscasts).
- Prepare and share the daily news lineup with the newsroom in a timely manner through daybooks.
- Work with newsroom leadership to set and execute overall coverage priorities, manage the allocation of resources, provide guidance on quality and guide ethical decision-making.
- Work with Morning Editor to seamlessly transfer the breaking news operation around the clock.
- Assist with newsroom hires as needed.
- Fill in for other CPR editors as needed.
- Other duties as assigned including on-air fundraising.



- Manages and directs reporters. Ensures that all staff are evaluated following the principles established under CPR's performance management process. With department leadership, sets compensation for staff within established organizational HR parameters for final review by Senior VP Programming.
- As a key manager, is expected to carry out most responsibilities in the office.

Core Competencies:

- **Change/Adaptability/Flexibility:** Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
- **Communication:** Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.
- **Results Focus/Initiative:** Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.
- **Collaboration:** Works collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

Knowledge & Competencies

Identification with the mission and purpose of Colorado Public Radio.

Minimum of five years of strong journalism experience with breaking news, meeting deadlines, and management experience strongly desired.

Impeccable news judgment and outstanding writing and editing skills.

Must be able to thrive in an environment that requires juggling multiple tasks and deadlines and have strong organizational skills.

Ability to work collaboratively within the newsroom and across departments.

Non-standard working hours guaranteed. This is a Sunday-Thursday shift. On call as needed and accountable for establishing backup on-call staff when unavailable.

Position is based in metro Denver.