JOB DESCRIPTION
Program Director (September 2018)

Job Title: OpenAir Program Director
Reports To: Senior VP, Programming
FLSA Status: Exempt
Department: Programming

Summary: The OpenAir Program Director’s goal is to make OpenAir a vibrant and impactful champion of the most important new and independent music from Colorado and the nation and world. Using tested and innovative radio, digital and community strategies, the PD ensures that all content and presentation build towards reaching the broadest audience possible with the most enjoyable and valuable experience of contemporary music.

Essential Duties and Responsibilities:
- Directs the sound and approach of OpenAir - music philosophy and selection, host content, production, recording sessions, interviews, etc.
- Supervises and works closely with the Music Director on overall programming philosophy, principles and tactics.
- Establishes the program schedule, including regular hosting shifts, local programs and features, specials, and syndicated programs.
- Directs and monitors all aspects of OpenAir’s on-air and digital activities including hosts, production, presentation, website and social media.
- Conducts regular airchecks and sessions with hosts.
- May serve as host or fill-in host.
- Manages the OpenAir staff. Ensures that all staff are evaluated following the principles established under CPR’s performance management process. Establishes compensation for staff within established organizational compensation parameters with SVP Programming and VP Human Resources.
- Accountable for ensuring that OpenAir complies with all FCC, public broadcasting and CPR requirements, including Sound Exchange performance requirements.
- Leads collaboration with OpenAir, Content and Production staff on effective use of performance studio, remote broadcasts, and community events.
- Works with SVP Programming on budgets, planning and personnel issues.
- Closely monitors radio and digital metrics to ensure growth of OpenAir audiences.
- Works with development, content and production teams to meet business and promotional goals.
- Serves as a member of CPR’s Leadership Team. Represents CPR externally and serves as a spokesperson for CPR.
- As a key manager, is expected to carry out most responsibilities in the office, to be readily available for collaboration and consultation within the department and across the organization.
- Non-standard working hours guaranteed. On call as needed and accountable for establishing backup on-call staff when unavailable.

**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:** Working 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 and Competencies:**

- In-depth knowledge of, and experience with, radio music formats.
- Passion for a wide range of contemporary music. Familiarity with Colorado music scene ideal.
- Hosting and music programming experience.
- Management experience.