



## **COLORADO PUBLIC RADIO Job Description (September, 2018)**

**Job Title:** Topics Editor  
**Reports to:** News Director  
**FLSA Status:** Exempt  
**Department:** News

### **Summary**

The Topics Editor will generate radio features and newscast spots, and innovative digital storytelling from our experienced reporters in Health, Education, Environment and Business beats. The ideal candidate will have experience generating engaging content across multiple platforms, be able to inspire the team's reporters to even greater storytelling and play an important role on the News leadership team.

### **Responsibilities & Duties**

- Manages and directs beat reporters to provide consistent content, making the best use of radio and digital-first material. Ensures all staff are evaluated following the principles established under CPR's performance management process.
- Establishes with department managers compensation for staff (within established organizational compensation parameters with VP Human Resources for final review by Senior VP Programming).
- Assigns and edits radio features, newscast spots and digital content related to Health, Education, Environment and Business, paying attention to newsroom coverage standards and productivity goals.
- Evaluates features and daily news spots after they air/publish, and works with reporters to improve their reporting techniques and storytelling as appropriate.
- Ensures reporters are focusing on significant topics that support the overall direction of CPR News and meet our standards for journalistic excellence.
- Sets and manages deadlines for this content, taking into account digital needs, and communicating fully with the newsroom. Also, coordinates with CPR News' interview program, Colorado Matters, to arrange reporter contributions to the show.



- Prepares and shares beat area monthly coverage storytelling plans with editorial team, and suggests daily news items in daily editorial meetings.
- Leads occasional special projects.
- Coaches reporters on creative ways to tell stories on radio and digital; sets goals with staff and makes sure professional development needs are met.
- As part of the News leadership team, contributes to strategy and direction of CPR News and fills in for colleagues as needed.
- Assists with newsroom hires and staff training as needed.
- 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.
- Other duties as assigned, including on-air fundraising.
- Follows CPR's ethics guidelines, and helps reporters adhere to those same ethical standards as needed.

### **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 features editing, breaking news, meeting deadlines, and management experience strongly desired.
- Impeccable news judgment and outstanding writing and editing skills.
- Demonstrable track record of managing beat coverage with focus on enterprise as well as breaking exclusive stories.
- Must be able to thrive in an environment that requires juggling multiple tasks and deadlines and have strong organizational skills.