COLORADO PUBLIC RADIO
Job Description (March, 2018)

Position: Morning Editor
Reports To: News Director
FLSA Status: Exempt
Department: News

Summary

The Morning Editor kickstarts the newsroom in the morning, identifying, assigning and implementing daily coverage for Colorado Public Radio News; assigns a team of news magazine hosts and reporters 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.
- 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.
- Supervise and coach news hosts by setting goals, reviewing on-air performance regularly, providing consistent feedback and identifying professional development opportunities.
- 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 and hosts. 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. On call as needed and accountable for establishing backup on-call staff when unavailable.

Position is based in metro Denver.