



## Colorado Public Radio Job Description (October, 2018)

**Job Title:** OpenAir Host/Music Librarian  
**Reports To:** OpenAir Program Director  
**FLSA Status:** Exempt  
**Department:** OpenAir

**Summary:** The OpenAir host/music librarian host regular music shifts each week and supports all aspects of the music library. This position demands a deep love and knowledge of contemporary independent music and a drive to tell the stories behind the music and artists in an approachable, authentic way.

### Essential Duties and Responsibilities:

- Hosts a regular daily air shift and serves as a backup host.
- Works with OpenAir program director and music director to upload new and additional library music into library and automation systems. Maintains physical and digital library assets.
- Adds required information for all music into MusicMaster and maintains accuracy of all information for Sound Exchange reporting purposes.
- Maintains the CPR standards for audio quality throughout all music uploading. Edits audio according to loading procedure and musical best practices.
- Checks lyrics through listening, lyrics program and internet searches to confirm appropriateness of songs for broadcasts. Edits songs for broadcast as needed.
- Works with Development and production staff to produce and participate in all fundraising activities on and off air.
- All other job duties as may be assigned from time to time.
- This position may work non-standard hours on a regular basis.

### 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:**

- Radio experience, public radio preferred.
- Familiarity with new, independent, and Colorado music.
- Air room equipment experience including a basic knowledge of consoles, microphones, CD players, turntables, and various computer resources including automation.
- Experience with music librarian functions.

**Preferred Proficiency in:**

- Adobe Audition
- Music Master
- Zetta