Summary:
The Podcast Producer for CPR’s new Audio Innovations Studio will help shape audio content for podcasts and other creative projects. We are looking for a producer who’s passionate, detail-oriented and versatile, who can make creative audio -- much of it growing out of CPR’s robust newsroom and enterprising, factual journalism -- that matters to listeners in Colorado and throughout the U.S. This position will work with a variety of collaborators throughout Colorado Public Radio as well as contributors from outside CPR.

Essential Duties and Responsibilities:

- Work with editors and producers in Audio Innovations, CPR’s music services, and CPR News to create longform stories, roundtable discussion shows and other creative projects
- Work with hosts, journalists and community members with a range of experience as the voice of an audio product
- Bring fresh ideas to new and existing audio in a highly collaborative environment
- Pitch and help shape stories and projects in the planning stage
- Manage interviews: vet guests, think about story structure, script questions, record interviews, coach hosts and log interviews
- Take the lead on scripting: Review and compile audio, structure features, draft and revise scripts with input from hosts and editors
- Make audio sing: edit tape under guidance from Senior Editor, create basic mixes of episodes and features, deliver high-quality productions on deadline
- Produce non-podcast audio for smart speakers, promotional trailers and other platforms
- Maintain journalistic standards while working on projects
- Manage scheduling and deadlines on multiple projects
- Nonstandard work hours required from time to time
- Other duties as assigned
- Position will split time between our headquarters in Centennial, CO, and our newsroom in downtown Denver

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.

**Education and Experience Requirements:**

- At least 2 years’ audio production experience required
- Podcast production is highly desirable, preferably in a journalistic setting
- Meticulous attention to detail in cleaning and editing audio and fine-tuning mixes
- Experience capturing high-quality scene tape and interview audio while in the field
- Comfortable giving and receiving feedback in a collaborative environment
- Experience guiding a piece through multiple stages of editing and revision
- Passionate about using audio to highlight new voices and reach new audiences that aren’t always served by traditional radio
- Adobe Audition or similar audio editing software
- Experience working with hosts and talent from different backgrounds and with varying levels of experience
- Familiar with trends in podcasting, smart speakers and other platforms where audio is evolving
- Journalism background desirable
- Experience creating music for podcasts desirable