Colorado Public Radio

Job Description (February, 2020)

Position: Classical Fellow
Reports To: Classical Production Manager
FLSA Status: Full Time Non-Exempt
Department: Classical

Summary:
The CPR Classical Fellow will be trained in every aspect of public radio production, including audio and visual content for both radio and web. The fellow will learn to write, speak and edit for radio, and gain knowledge in best practices for engaging new classical audiences on social media. Additional focus areas: fundamentals of music library management, music programming, theme and story development, coordinating Performance Studio recording sessions and on-air show preparation.

Essential Duties and Responsibilities:

● Production and Content Creation:
  o Edit audio segments for broadcast
  o Mix sound to enhance on-air feature content
  o Meet production deadlines
  o Develop story & theme ideas that resonate with a classical audience
  o Prepare content for our digital and social media platforms - written, visual and audio

● Music and Broadcast:
  o Help coordinate classical music recording sessions in the CPR Performance Studio
  o Music library assistance
  o Musical discovery: identify new music recordings for on-air consideration
  o Help schedule music for broadcast
  o Other duties as assigned
  o Travel and non-standard working hours may be required

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.
The successful candidate is a college graduate or postgraduate who is passionate and knowledgeable about music, including the ability to identify relevant music for CPR Classical’s audience and illuminate why it matters in a compelling, accurate way.

**Education and Experience Requirements:**

- A passion for music, particularly classical music
- Bachelor’s degree or equivalent experience
- Ability to identify relevant music for CPR Classical’s audience
- Demonstrably strong writing skills
- Proficient in use of social media, particularly Facebook and Instagram
- General PC computer competency and familiarity with audio editing software