Position: Daily Production Manager
Reports To: VP of Production
FLSA Status: Exempt
Department: Programming

Summary:
The CPR Daily Production Manager works with program managers, helping to curate on air production. The Daily Production Manager oversees the management of daily underwriting content across all services. This position requires strategic thinking and planning, collaborating with staff across all CPR services, audio production, writing and all aspects of continuity. 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.

Essential Duties and Responsibilities:

● Manage all audio production for on-air and digital use: primary responsibility to ensure smooth delivery of underwriting content across all platforms, promotional content for CPR and KRCC News, develop and maintain daily promotional strategy for recorded and live promotional content on News, provide assistance for long form features, interview production/clips, interstitial content, image production and special programming when needed.

● Oversee the underwriting production process, working directly with program managers to ensure production assignment to hosts is delivered to production in a timely fashion.

● Ensure all underwriting and special production is entered into Zetta and that production meets the highest possible standards of broadcast excellence.

● Oversee the creation of all on-air promotional content for CPR and KRCC News. Responsible for the scheduling and rotation of this content across CPR News.

● Work with the music program directors and production staff to ensure all audio production meets the highest possible standards of broadcast excellence.

● Support fundraising production as needed. Assist in the creation of pre-produced fundraising content.

● 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.

● Non-standard working hours guaranteed. On call as needed and accountable for establishing backup on-call staff when unavailable.

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:**

- Minimum of ten years radio production experience
- Understanding of network radio audio management preferred
- Advanced knowledge of production, automation and music scheduling software tools, including: Adobe Audition; Zetta; Pro Tools
- Ability to produce audio soundscapes for all types of production from short form promo content to long form feature and podcast production
- Lead trainer for audio producers helping establish skills to move into a higher level of production content
- Must have valid drivers license and clean driving record