Position: Public Affairs Producer/Reporter, Colorado Matters  
Reports To: Executive Producer, Colorado Matters  
FLSA Status: Exempt  
Department: News  

Summary:  
This position produces interviews and occasional radio features to be showcased on Colorado Matters and on digital and social media platforms, with a heavy emphasis on public affairs and politics, including interviews with politicians, candidates and subject matter experts.

Essential Duties and Responsibilities:

● Develops and produces thoughtful, hard-hitting content that lends itself toward long format live and recorded interviews for Colorado Matters.
● Identify opportunities for sound-rich, on-location conversations. Segment production includes identifying and pre-interviewing potential guests, writing and producing the radio script, editing any accompanying audio, and writing a digital story as assigned—with social media engagement on the front and back end.
● Help direct with the hosts in the booth and on-location live interviews.
● The public affairs producer must demonstrate an understanding of complex political topics such that they can construct nuanced interviews that hold politicians accountable.
● Help the audience understand complex issues through clear, conversational, fun, and innovative segments.
● Though, this position is designed to be focused on politics and public affairs, there is a “general assignment” component as needed and as assigned, which requires generating story ideas on any given subject, whether arts and culture, business, education, the economy, the environment, government and politics, lifestyle, or science and technology.
● Participates in daily Colorado Matters planning meetings and contributes to the daily flow of ideas that keep the show fresh, lively, accurate, and creative.
● General assignment reporting for the CPR news operation as assigned. This includes traditional radio feature reporting involving multiple voices and audio mixing.
● Participate in fundraising activities including recorded fundraising breaks and occasionally appearing on-air live to raise funds.
● Other duties as assigned.
● Non-standard work hours guaranteed.

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 five years of journalism experience preferred; public radio and/or print/digital experience ideal with a focus on both reporting and producing. Must have experience in public affairs coverage.
- High-level writing and editing skills, especially on digital platforms with knowledge of AP style writing.
- A track record of strong engagement through social media.
- Demonstrated ability to identify key developments and distill complex matters.
- Able to work collaboratively, meet deadlines, juggle multiple tasks and deadlines.
- Position is based in the Denver area and requires working non-standard hours from time to time.