

**Colorado Public Radio  
Job Description (July, 2020)**

**Position:** Morning Editor  
**Reports To:** News Director  
**FLSA Status:** Exempt  
**Department:** News

**Summary:**

The Morning Editor kickstarts the newsroom in the morning, identifying, assigning and implementing daily coverage for CPR News; and works with newsroom leadership to set and execute overall coverage priorities for CPR's audience.

**Essential Duties and Responsibilities:**

- Identify, assign and edit daily content including digital stories, newscast material, quick turn features and two-ways.
- Work with reporters and hosts to develop engaging and relevant daily content for CPR's audience through two-ways and news spots, as well as online stories, while coordinating resources closely with the news director and the editorial team.
- Set and manage deadlines for this content (immediate digital stories, quick turn features, two-ways, newscasts).
- Prepare and share the daily news lineup with the newsroom and other content partners in a timely manner through daybooks and content sharing tools.
- Work as primary editor of The Lookout, CPR News' daily email newsletter.
- Work with hosts and technical staff to make editorial decisions about NPR's on-air segments.
- Write daily promo material for use on-air.
- Take primary responsibility for ensuring news hosts have timely, sufficient and thoughtful newscast material. Assigns work to and edits work of reporters throughout the newsroom to accomplish this.
- Working with hosts, identify news priorities throughout the day to guide on-air coverage.
- Manage and edit Morning Reporter, giving guidance on coverage, assigning on-air newscast and digital stories and editing longer feature work.
- Work with newsroom leadership to set and execute overall coverage priorities, manage the allocation of resources, provide guidance on quality and guide ethical decision-making.
- In tandem with the News Director and others, supervise and coach news hosts by setting goals, reviewing on-air performance regularly, providing consistent feedback and identifying professional development opportunities.
- Assist with newsroom hires as needed.
- Fill in for other CPR editors as needed, both on digital team and on radio.
- Other duties as assigned including on-air fundraising.
- Adheres to, and helps enforce as needed, CPR's ethics standards.
- As a key manager, is expected to carry out most responsibilities in the office.

**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:**

- Identification with the mission and purpose of Colorado Public Radio.
- Experience with breaking news, meeting deadlines, and management strongly desired.
- Impeccable news judgment and outstanding writing and editing skills.
- Must be able to thrive in an environment that requires juggling multiple tasks and deadlines and have strong organizational skills.
- Ability to work collaboratively within the newsroom and across departments.

Position works an early schedule, starting at 5:30am. Non-standard working hours guaranteed. On call as needed and accountable for establishing backup on-call staff when unavailable.

Position is based in CPR's downtown Denver newsroom.