Colorado Public Radio

Job Description (August, 2020)

Position: Executive Producer
Reports To: News Director
FLSA Status: Exempt
Department: News

Summary:
The executive producer is the chief audio evangelist within CPR News. This experienced, committed audio storytelling specialist will focus on the sound of CPR News' on-air hosts, produce radio segments on a regular basis and in special coverage, train CPR News staff in the craft of audio, and strategize thoughtfully about what the radio audience wants and needs to hear each day on CPR News.

Essential Duties and Responsibilities:

- Supervise, check in regularly and do airchecks with hosts.
- Train new hosts for newsmagazine programs and develop systems for the emerging hosts' development, in collaboration with the programming director.
- Lead training for all CPR News staff in the craft of audio storytelling. That will include group sessions, listening feedback sessions, and one-on-one coaching, and can include work with trainers from outside CPR.
- Produce live special coverage on CPR News, whether it be a midday breaking news situation or an evening election special.
- Regularly produce two-ways and debriefs with newsmagazine hosts, working closely with morning and afternoon news editors, and the news director and other editors in the newsroom.
- Thoughtfully incorporate viewpoints and life experiences of people across the diversities that make up this state, helping achieve CPR's mission to serve all Coloradans.
- Think strategically about host breaks in the newsmagazines, to make CPR News' on-air presence human, authoritative, present, and inclusive of various voices in our community.
- Collect, review, and distribute if necessary any audience research and audio industry trends and insights, to make informed decisions about CPR News' on-air offerings.
- Back up the Colorado Matters executive producer as needed.
- Adhere to CPR News’ code of ethics and social media code of conduct.
- Participate in on-air fundraising as needed.
- Other duties as assigned, including backing up other editors and occasionally working as a duty editor on holidays and weekends.

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.
- At least 4 years of experience in audio storytelling and production.
- Ability to work collaboratively within the newsroom and across departments.
- Demonstrated organizational and people skills.

**Preferred but not required qualifications:**

- Experience training other people in audio production and storytelling.
- Experience in a newsroom.
- Experience managing people.

Non-standard working hours required at times. On call as needed. Position is based in CPR's downtown Denver newsroom.