

**Colorado Public Radio  
Job Description (June, 2021)**

**Position:** Southern Colorado 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 Southern Colorado. In addition, the position produces radio feature stories to air on KRCC or on the statewide CPR network.

**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 as logistics warrant.
- Help the audience understand complex issues through clear, conversational, fun, and innovative segments.
- Generates story ideas on any given subject, whether arts and culture, business, education, the economy, the environment, government and politics, lifestyle, or science and technology, again with a focus on Southern Colorado.
- 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.
- This position is based in Southern Colorado and requires residency in the Colorado Springs area.

**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:**

- Professional experience (minimum 3 years) in journalism or related field required.
- Radio and/or digital/print and/or television news experience with a focus on producing long-form interviews and reporting is ideal.
- Demonstrated interest and ability to find and tell stories from various different communities.
- Strong understanding of the fundamentals of journalism and fair and accurate reporting.
- High-level writing and editing skills, especially on digital platforms with knowledge of AP style writing.
- Demonstrated ability to identify key developments and distill complex matters.
- Must understand and adhere to CPR News Ethics policy
- Social media skills and data analysis skills are desirable.
- Radio audio production skills are desirable but not necessary.
- Familiarity with WordPress or ability to learn required.
- Able to work collaboratively, supporting colleagues from various different perspectives and experiences, and able to meet deadlines and juggle multiple tasks.
- Able to work non-standard hours from time to time.
- This position is based in southern Colorado with Colorado Springs as its main studio location