

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

Position: Afternoon Editor
Reports To: Managing Editor/Digital
FLSA Status: Exempt
Department: News

Summary:

The Afternoon Editor manages our daily news operation in the afternoon and evening, identifying, assigning and implementing coverage for Colorado Public Radio News on-air and online. The editor works closely with hosts and reporters - and writes and edits news spots for the radio and web - to develop engaging, timely and relevant daily content; 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.
- Create content for radio newscasts and digital platforms as needed.
- Manage coverage of breaking news on Sundays and in the evening Monday-Thursday - understanding when to call in more resources.
- Proofread newsletters in the evenings for morning sends.
- Set and manage deadlines for content (immediate digital stories, quick turn features, two-ways, newscasts) in concert with on-air hosts. Set top coverage priorities for the daypart, in consultation with the news director and managing editors.
- Communicate thoroughly and in a timely way with other editors, including through daybooks and meetings.
- Help ensure CPR's daily news coverage reflects the diversity of our state and shares voices of regular people.
- Work with newsroom leadership to set and execute overall coverage priorities, and manage the allocation of resources.
- Work with daily team to seamlessly transfer the breaking news operation around the clock.
- Assist with newsroom hires as needed.
- Fill in for other CPR editors, including on Denverite and KRCC, as needed.
- Other duties as assigned, including on-air fundraising.
- Oversee afternoon reporter(s). Ensure that staff are evaluated following the principles established under CPR's performance management process.
- As a key manager, is expected to carry out most responsibilities in the office.
- Complies with CPR News' ethics policy, including social media guidelines.

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.
- Minimum of five years of journalism experience with features editing, breaking news, meeting deadlines, and management experience strongly desired.
- Impeccable news judgment and outstanding writing and editing skills.
- Demonstrable track record of managing daily breaking news with focus on enterprise as well as breaking exclusive stories.
- Demonstrated experience reporting or editing coverage of underrepresented communities.
- Must be able to thrive in an environment that requires juggling multiple tasks and deadlines and have strong organizational skills.
- Ability to support and manage staff from various backgrounds.

Non-standard working hours guaranteed. This is a Sunday-Thursday shift. On Sundays the shift is about 9am-5pm. On weekdays the shift starts midday. On call as needed and accountable for establishing backup on-call staff when unavailable.

Position is based in the CPR News downtown Denver newsroom.