

Colorado Public Radio Job Description (August, 2021)

Position: Audio Projects Editor
Reports To: News Director
FLSA Status: Exempt
Department: News

Summary:

The Audio Projects Editor works with teams in CPR News to identify, develop and execute longform audio projects - including audio documentaries, serialized projects and News potential podcasts. In addition, the editor will spend approximately half their time as a producer for Colorado Matters, CPR's daily public affairs show.

Essential Duties and Responsibilities:

Audio and projects:

- Identifies stories that have potential to build into long-form audio projects.
- Pitches long-form projects to News leadership and coordinates with News teams to develop the project.
- Exercises the highest standards of audio storytelling in producing projects.
- Looks for innovative ways for CPR News to serve its audiences, including on-demand projects.
- Coordinates with Audio Innovations or strategy and production guidance.

Colorado Matters:

- Produce taped and live interviews on subjects about the state, generating ideas and accepting assignments from EP.
- Write web stories and social media engagement for interviews produced for CM.
- Report feature stories and host shows and interviews as assigned. Work with producers and thoroughly review background and scripts to prepare and conduct thoughtful, respectful, fair and conversational interviews with single or multiple guests, live and taped.

Other duties include:

- Work with CPR's fundraising team during pledge drives and in pre-recording material.
- Assist with backup editing when schedules allow.
- Contribute to strategy discussions among News editing team.
- Other duties as assigned.

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:

- Five-plus years of journalism experience.
- Extensive experience in audio journalism, including daily production segments as well as long-form story editing.
- Proven track record of delivering complex, multi-platform story projects on deadline.
- Impeccable news judgment.
- Ability to distill complex topics for an audio audience.
- Adherence to CPR News ethics policies.

Position is based in metro Denver and reports to the News Director.