

# Producer – KUNC’s “Colorado Edition”

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Reports to: Host & Director of News

Department: News

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## **Summary:**

KUNC, an NPR affiliate in Colorado, seeks a producer to help create content for our signature daily local program, Colorado Edition. Our ideal candidate has a solid foundation in radio production and journalism, a desire to work as part of a team, creative ideas for covering issues affecting Colorado, and a can-do attitude for meeting expectations.

## **Primary Functions:**

The producer works closely within the Colorado Edition team to produce relevant and engaging content for the half-hour, Monday thru Thursday show. The producer will conceptualize and create segments with an emphasis on new audiences, diverse guests, sharable content, and community engagement.

Specific duties include generating segment ideas, researching subjects, booking guests, pre-interviewing guests, writing scripts, editing interviews, and mixing shows; as well as helping to support Colorado Edition’s social media presence, web presence, and community engagement.

The producer is a professional who knows how to manage their time, works well with editors and colleagues, and can manage multiple tasks – all while being fair, accurate and ethical.

## **Additional Responsibilities:**

- Participates in station on-air fundraising.
- Participates in community engagement events.
- Contributes to Colorado Email Edition, the show’s weekly newsletter.
- Works on short and long-term planning for the show.
- Maintains regular communication with digital editors about web and newsletter engagement.
- Performs other duties and attend trainings as assigned.

## **Experience, Skills & Education:**

- We prefer candidates with a public radio background but are open to training an applicant with news reporting experience in other media who shows a strong desire to transition to public radio reporting in the NPR style.
- Demonstrated ability to be flexible with segment assignments while still meeting deadlines.

- Ability to work collaboratively, demonstrating an understanding and respect for public broadcasting in general and the diverse constituencies it serves.
- A bachelor's degree in journalism or related field and one year of experience in journalism.
- Bilingual in Spanish is a plus but not required.

### **Physical Demands and Work Environment:**

- The ability to remain in a stationary position frequently.
- The ability to occasionally move about inside the office to access office machinery, co-workers' offices, etc.
- The ability to frequently operate a computer and other office productivity machinery such as a laptop, office printer, telephones, etc.
- The ability to frequently communicate with clients and co-workers, via telephone, email and other means of communication as required.
- The work environment is primarily in an office area with moderate noise levels and moderate requirements for physical exertion, mostly lifting of personal computers, promotional items, etc. Occasionally requires/asks employee to travel to and from professional development conferences and meetings with potential & current members and co-workers.

*This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.*

*Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.*

**We offer competitive salaries and generous benefits including health & dental care, life & short-term disability insurance, 403b retirement, and more.**

**CRNC is an equal opportunity employer. We are committed to providing a safe and inclusive workplace, where we celebrate and encourage workplace diversity. CRNC will not tolerate discrimination or harassment based on race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.**

**SELECTION PROCESS:** Application deadline is **11:59 p.m. MT on 11/30/20.**

You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring team. You will be notified if you are selected for further testing or interviews via **email**.

Please keep your contact information up-to-date.

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***Community Radio for Northern Colorado's mission is to strengthen our community by cultivating the mind and spirit- informing, inspiring and entertaining.***

