

Job Description (1/13)

Job Title: Arts Bureau Editor
Reports To: VP News
FLSA Status: Exempt
Department: News

Summary

The editor will lead CPR's new Arts bureau and online arts hub, managing a broadcast and online reporting team focused on arts and culture and its impact on communities across the state. The arts editor will also oversee the work of regular contributors with expertise and a strong ability to communicate and seek community input in the area of art and culture they are covering. The editor will work with CPR's Classical and new-music services to coordinate arts-related coverage across all three of CPR's services, and will collaborate with other media and content partners around the state.

Major Job Responsibilities

- The Arts editor will lead the editorial team's focus on major stories around Colorado arts organizations and artists and performers - previews and in-depth stories about major cultural and performing organizations and events, trends, newsworthy issues, funding and sustainability of the arts, and coordinating coverage with CPR's other news coverage. The goal will be to give people a deep understanding of the broad range of arts news - focused primarily on the Denver metro area and important and unique arts activities around the state (summer music festivals, innovative programs, etc.). Responsible for planning of all arts news coverage with arts bureau reporters, contributors and news managers.
- Assign stories, approve pitches, and oversee the work of the two reporters. Coordinate the work of the broadcast and digital reporters. Produce stories for radio and online as needed/warranted.
- Evaluate and plan the best ways to tell arts stories - interviews, features, profiles - and media - audio, text, video, blogs, performances in the CPR studio etc. Also oversees integration with and use of social media
- Recruit and manage the team of contributors providing reviews, news, blogs, video and other content for the online hub and on-air broadcast. Includes contribution from CPR's Classical and new music specialists.
- Assure a daily stream of arts content for the online hub and substantial regular on-air presence on CPR News.
- Coordinate content into the arts hub from CPR's Classical and new music services, including both editorial and performances and special broadcasts (audio and video). Work with music managers to ensure regular Arts Bureau content (short features, conversations between reporters and hosts, contributors) on both music services.
- Develops relationships with media partners to share CPR content and add content produced by partners.
- Ensures the effectiveness and appropriateness of all CPR and external content, including aggregated content, events calendars, and the like.
- Manages and directs the arts bureau broadcast and digital reporters. Ensures that staff are evaluated following the principles established under CPR's performance management

process. Establishes with department managers compensation for staff (within established organizational compensation parameters).

- As a key manager, is expected to carry out most responsibilities in the office, to be readily available for collaboration and consultation within the department and across the organization.
- Participates in all assigned fund-raising and outreach activities, on air and off.
- Non-standard working hours guaranteed. On call as needed, and accountable for establishing backup on-call staff when on leave or unavailable.

Competencies / Knowledge:

- Thorough understanding of public radio news values and ethics, strong news judgment.
- Deep and broad experience in arts journalism.
- Strong leader who creates a culture of innovation, accountability, professional growth, and collaboration
- Strong interpersonal skills with a team orientation and ability to work both independently and interdependently to achieve goals
- Good organizational skills, attention to detail, able to meet deadlines and work productively in a team environment
- Excellent written and oral communications skills (including on-air)

Qualifications:

- Minimum 5 years working in journalism, including substantial arts experience.
- Solid journalism credentials, impeccable ethical standards
- Proven editorial skills, including writing, editing for broadcast and online
- Ability to strengthen and motivate a committed and capable staff
- Ability to work accurately and gracefully under pressure
- Clear communicator who listens respectfully to others and can work effectively in a collaborative environment