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FILLED Membership Production Assistant

Colorado Public Radio is seeking a part time Membership Production Assistant to join our fundraising team.

The Membership Production Assistant records, edits, mixes and reviews audio for fundraising and development purposes, ensuring that all audio meets CPR's high standards and deadlines. This is a part-time position.

Responsibilities would focus on fundraising needs for CPR's music services, assisting those services primary fundraising producer as needed. This could include reviewing and proofing all recorded content, conducting and/or editing testimonial sessions, editing/mixing breaks and spots, and assisting with written material and drive spreadsheets.

Other responsibilities include, assisting News On-Air Fundraising Producer and Development Producer with editing and mixing of drive material, writing and producing original fundraising material as needed, maintaining and archiving all drive material following each drive.

The Membership Production Assistant may provide back up for other fundraising producers in all areas of audio production, creative writing and in-studio recording and producing, and all other job-related duties as may be assigned. It should be noted that this position involves non-standard hours as needed.

Education & Experience Requirements

Knowledge and competencies include being proficient in using Adobe Audition (or Cool Edit) and MS Office suite. 2 years radio production experience. Public Radio experience preferred. Strong communication skills (written and verbal) required. The position requires good judgment and creativity, knowledge of audio editing and mixing, and good visual, listening and communication skills.

Application Requirements

To apply, please submit a cover letter, resume and three professional references to hr@cpr.org with Membership Production Assistant in the subject line. No phone calls or drop-ins please. Colorado Public Radio is an equal opportunity employer and encourages workplace diversity.

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COMMUNITY ADVISORY BOARD

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