



STATE OF COLORADO
invites applications for the position of:

Podcast Producer (Term Limited)

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver CO, 80203

SALARY: \$3,333.33 - \$4,166.66 Monthly

OPENING DATE: 06/08/18

CLOSING DATE: 06/22/18 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans

[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12-16 hours of vacation and 6.66 hours of sick leave a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

DESCRIPTION OF JOB:

History Colorado is launching a new podcast and we're looking for a seasoned Producer to work closely with our Host and Senior Producer.

The Producer (three-year limited-term position) will assist in all aspects of the development and production of a podcast that brings the past to life for contemporary audiences. The Producer will collaborate with the Host/Senior Producer and other members of the podcast team and museum staff to build podcast episodes around stories from Colorado's history. The successful candidate will have a solid understanding of story structure and script writing, an ear for great audio, a journalist's curiosity, and excellent audio production skills.

MAJOR RESPONSIBILITIES AND DUTIES

- Books engineers, conducts, records/syncs in-studio interviews.
- Logs, labels, and organizes audio.
- Pitches story ideas, researching, writing, and reporting/recording in the field.
- Edits and mixes audio from scripts.
- Edits and mixes audio from lectures and oral histories into podcast extras.
- Archives production elements and final episodes in conjunction with staff archivists.
- Assists with the development and concepts of podcast episodes and seasons.
- Assists with research for pre-production business plan, competitive landscape, target audience, roll-out plan, marketing plan, distribution plan, budget.
- Assists with research related to market studies to inform and refine the podcast concept.
- Conducts and archives oral history interviews as part of History Colorado's collection.
- Explores the resources located at History Colorado and elsewhere.
- Works with staff across a wide range of departments at History Colorado, including Interpretation, Marketing and Communications, Collections, Education, Exhibits, Archeology, Historic Preservation, and others.
- Works with and reporting to Podcast Advisory Group

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

The ideal candidate will have at least 3 years experience working in media production with some experience creating podcasts specifically. In addition, the successful candidate will possess the following attributes:

- Robust technical skills including comfort with field recording and in studio recording environments; familiarity with various microphones; proficiency in Adobe Audition, ProTools (preferred), or similar professional audio editing software.
- Adept with the use of music and comfortable working with musicians to solicit and /or create original music.
- Ability to use all production elements together to get a story to sound just right.
- Robust research skills, including work with oral histories, archival materials, artifacts, and online databases.
- Experience conducting a wide variety of interviews, and an instinct for good lines of questioning.
- A track record of creative collaboration, forming connections with others, and facilitating success in a team setting.
- An eye and an ear for detail at all levels of production.

SUPPLEMENTAL INFORMATION:

The successful candidate may possess additional strengths such as:

- An appreciation for history, a modern sensibility, and a passion for sharing Colorado's story with the world.
- A demonstrated knack for employing innovative and effective methods of communication.

- Knowledge about Colorado history and the ability to situate that history within the broader context of the history of the American West and the United States.
- Familiarity with museum work and digital history concepts.
- Excellent writing and communication abilities.
- A thirst for discovering new people, new stories, new ideas, and new ways of understanding the world around us.
- Flexibility to adapt as we progress.
- Has experience working with interns and volunteers.

Successful candidate must pass a criminal history background check prior to hire.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this position.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #GCA08324-6_18
PODCAST PRODUCER (TERM LIMITED)
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Podcast Producer (Term Limited) Supplemental Questionnaire

- * 1. What do you appreciate in your favorite podcasts, and how would you bring that to this project?
- * 2. What structure/style of podcast do you think would be most successful for this project and why?
- * Required Question