



STATE OF COLORADO  
invites applications for the position of:

# Audio Producer, Lost Highways podcast (One-Year 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, Colorado

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

**SALARY:** \$2,169.23 - \$2,307.69 Biweekly  
\$4,700.00 - \$5,000.00 Monthly

**OPENING DATE:** 05/04/22

**CLOSING DATE:** 05/18/22 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



# History Colorado

**HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.**

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

The History Colorado Center is conveniently located in downtown Denver. 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 hours of vacation and 6.66 hours of sick leave a month
- Public Service Loan Forgiveness – A borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

## **DESCRIPTION OF JOB:**

### **Essential Duties**

- Edits and mixes audio from interviews, scene tape, oral histories, and commissioned music into eight, hour-long episodes from written scripts.
- Books and conducts pre-interviews. Records and conducts interviews in the field, as necessary.
- Coordinates and executes on feedback from the editorial team during production, including listening to multiple drafts in various listening environments.
- Collaborates on story creation and provides feedback from an audio perspective at all stages of production, including pitching ideas, researching, writing, and reporting.
- Assists with research for long-term business planning, including information on competitive landscape, target audience, promotion, and distribution plan.
- Repackages final podcast episodes for radio or other uses.
- Creates multimedia materials and articles to support and promote the podcast.
- Logs, labels, and organizes audio.
- Conducts tape syncs or books freelancers to do tape-syncs, as necessary.
- Archives production elements and final episodes in conjunction with staff archivists.
- Works with volunteers and interns and with all staff across a wide range of departments at History Colorado.

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

- The ideal candidate will have at least three 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 and field recorders; and expertise in ProTools (preferred), or similar professional audio editing software.
- Has an excellent understanding of story structure and pacing from an audio perspective.
- Strong familiarity with adjacent audio software: plug-ins, de-noising software, mastering, and audio transcription software (including, iZotope Rx, descript, Trint, etc.)
- Familiarity with LibSyn distribution platform.
- Adept with the use of music for scoring, and comfortable working with musicians to solicit and/or create original music.
- Desire and willingness to use a variety of production elements to get a story to sound just right.
- Robust research skills, including work with oral histories, archival materials, artifacts, and online databases.

- Experience conducting interviews and an instinct for good lines of questioning.
- Comfortable being on mic.
- A track record of creative collaboration in both office and remote working environments.
- Excellent project management and organizational skills.
- Experience juggling multiple projects and deadlines.

**The successful candidate may also possess additional strengths such as:**

- An appreciation for history, a passion for sharing Colorado's story, and the ability to situate that history within the broader context of the history of the American West and the United States.
- Excellent professional writing and communication abilities.
- Great interpersonal communication skills.
- A thirst for discovering new people, new stories, new ideas, and new ways of understanding the world around us.

**SUPPLEMENTAL INFORMATION:**

Effective February 3, 2022, all employees are required to attest to and verify that they are fully vaccinated for COVID-19.

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

**ADAAA Accommodations:** Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email [Dany.Mccoy@state.co.us](mailto:Dany.Mccoy@state.co.us).

**HOW TO APPLY:** Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. 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.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Online is the preferred method of applying for this announcement.

**DEPARTMENT CONTACT INFORMATION:**

[Dany.McCoy@state.co.us](mailto: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.coloradohistory.org>

Position #GCA08324.5.22  
AUDIO PRODUCER, LOST HIGHWAYS PODCAST (ONE-YEAR  
TERM LIMITED)  
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

**Audio Producer, Lost Highways podcast (One-Year Term Limited) Supplemental Questionnaire**

\* 1. 1. History Colorado staff has been working together in response to the events that happened in 2020 to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues and tell us, how have these guiding principles shown up in your previous work?  
[https://www.historycolorado.org/sites/default/files/media/document/2020/AntiRacism\\_Grounding\\_Virtues.pdf](https://www.historycolorado.org/sites/default/files/media/document/2020/AntiRacism_Grounding_Virtues.pdf)

\* 2. What is your favorite podcast and why?

\* 3. Please send us a clip of your best work. Why did you pick this project?

\* Required Question