



On-Air Fill-In Host – The Colorado Sound KJAC

Location	Greeley/Fort Collins, Colorado
Reports to	Program Director
Supervises	n/a
Status	Part Time, hourly

Position summary

In the role as On-Air Fill-In host, you will be on-air as needed to cover all day parts in case of illness or vacation of the regular on-air hosts. You will also be responsible for a regular weekend air shift.

Key responsibilities

- On-air as needed and requested, all day parts, with weekend shifts. Some shifts may be live.
- Participate in membership drives and other fundraising activities.
- Represents KJAC in the local music community and at select events.
- Participates in regular air check sessions with the Program Director.

Required qualifications

- Must have at least 2 years on-air radio experience.
- Familiar with FCC and EAS guidelines and requirements.
- Familiar with Triple A music format.
- Social media skills across a wide variety of platforms including Facebook, Instagram, Twitter, Tik-Tok and others.
- Proficient skills in Excel, Outlook, Word and Dropbox.
- Proficient with broadcast, digital recording, and editing equipment.
- Familiar with Wide Orbit or other automation systems.
- Well-organized and timely project management within a standard work week of 40 hours
- Strong communicator who can represent The Colorado Sound in external communications with content and distribution partners.
- Professional, ethical, have integrity, and maintain confidentiality.
- Work with little supervision and exercise independent judgment in line with KJAC and CRNC strategic goals.
- Establish and maintain effective working relationships with employees and the community.



- Manage multiple priorities and simultaneous demands, be organized and able to complete tasks as set by the Program Director.

Preferred qualifications

- Familiarity with Northern Colorado, Colorado, or Western issues and communities.

Compensation

Salary range: \$30.00 - \$40.00 per hour, commensurate with experience.

Equal opportunity statement

KUNC / Community Radio for Northern Colorado is an equal opportunity employer. We are committed to building a team that reflects the communities we serve and to creating a workplace grounded in respect, inclusion, accountability, and public service. We encourage candidates from all backgrounds and experiences to apply.

How to apply

Send cover letter, resume, air check, and list of references to human.resources@kunc.org.