Rocky Mountain Public Media | Job Description

Job Title:	Morning Host, KUNC	**Job Code:**	
Job Department:	KUNC News	**Location:**	Greeley, CO then Ft. Collins in 2027
FLSA Status:	Exempt	**Work Status:**	Full-Time
Last Updated		**Reports To:**	Newscast Editor
Approved By:			

Job Summary

The Morning Host, KUNC serves as a trusted local voice for NPR's *Morning Edition*, connecting national and international news with the people, communities and issues shaping Northern Colorado and the broader KUNC listening area. This position delivers engaging, accurate and accessible live broadcasts while researching, writing, interviewing, reporting and producing original journalism for broadcast and digital platforms/podcasts. Working closely with KUNC's editorial team, the Morning Host exercises sound news judgment, contributes compelling story ideas, supports audience engagement and upholds RMPM's journalistic standards and public-service mission.

Job Description

Essential Duties and Responsibilities

A. On-Air Hosting and Broadcast Execution

- Replace and consolidate the existing hosting responsibilities with:
- Serve as the primary local host of NPR's Morning Edition, delivering clear, engaging and accurate live broadcasts Monday through Friday.
- Prepare and deliver local news updates, weather, underwriting acknowledgments, public service announcements and station promotional content in accordance with established broadcast standards.
- Exercise sound editorial judgment during live broadcasts, including responding appropriately to breaking news, programming changes and emerging developments.
- Prepare and record voice-tracked content, including weekend and other scheduled programming, as assigned.
- Provide backup hosting for All Things Considered and other KUNC programs when needed.
- Complete required broadcast documentation, including FCC operational logs, and follow applicable broadcast and station procedures.

B. Journalism, Reporting and Content Development

- Research, pitch, write, report and produce original news stories, interviews and audio features relevant to KUNC's audiences.
- Conduct interviews with newsmakers, subject-matter experts and community members, demonstrating preparation, curiosity, fairness and effective questioning.

- Develop compelling local context for national and international stories, connecting broader issues to the experiences of Colorado communities.
- Produce and adapt journalism for broadcast, digital, podcast and other distribution platforms, as assigned.
- Collaborate with the Newscast Editor, reporters and producers to identify timely stories, strengthen coverage and maintain editorial consistency.
- Verify facts, evaluate sources and adhere to RMPM's editorial standards regarding accuracy, fairness, independence, attribution and corrections.
- Follow organizational standards governing the responsible use of artificial intelligence and other emerging newsroom technologies.

C. Audience Engagement and Community Connection

- Develop an authentic connection with KUNC listeners through engaging storytelling, thoughtful presentation and a strong understanding of the communities served.
- Participate in station fundraising campaigns, public events and community engagement activities as assigned.
- Collaborate with digital and audience teams to promote journalism across KUNC's platforms.
- Incorporate relevant audience feedback and engagement insights to improve the accessibility and relevance of programming.
- Represent KUNC professionally and maintain appropriate journalistic independence in interactions with community partners, supporters and the public.

D. Collaboration, Operational Excellence and Continuous Improvement

- Coordinate with the Newscast Editor and production colleagues to ensure broadcasts are accurate, timely and technically reliable.
- Maintain proficiency with broadcast automation, digital audio editing, recording equipment and content management systems.
- Identify opportunities to improve hosting workflows, production efficiency and the listener experience.
- Participate in editorial meetings, professional development and newsroom training.
- Maintain preparedness for early-morning broadcasts, breaking news coverage and occasional schedule changes.
- Perform other related duties consistent with the position's responsibilities.

Minimum Qualifications of Position

- High school diploma or GED required.
- One (1) year of experience in on-air radio hosting, with an engaging and professional on-air presence.
- Knowledge of broadcast, digital recording and editing equipment; FCC guidelines and requirements; public radio programming; and WideOrbit or other automation systems.
- Skilled in on-air presentation, interviewing, writing and production.
- Proficient with a personal computer, including Excel, Outlook, Word and Dropbox.

- Demonstrated understanding of digital and social media concepts and tools, and ability to think creatively about digital content.
- Communicates effectively both orally and in writing, utilizing proper grammar.
- Performs work professionally, with ethics and integrity, and maintains confidentiality when required.
- Ability to work with little supervision and exercise independent judgment.
- Ability to establish and maintain effective working relationships with employees and the community.
- Ability to handle multiple priorities and simultaneous demands, organizing and completing tasks according to their importance.
- Consistently works well with others, demonstrating at all times respect for the diverse constituencies at KUNC and within the public broadcasting system.
- A mix of demonstrated skills, abilities and knowledge will be considered in place of education requirements.

ADDITIONAL PREFERRED QUALIFICATIONS OF POSITION

- Bachelor's degree in journalism, communications, broadcasting or a related field, or equivalent professional experience.
- Experience hosting a daily news or public-affairs program, preferably in public media.
- Familiarity with NPR programming, public-radio editorial standards and the communities of Northern Colorado.
- Experience producing podcasts, digital audio, web stories or other multiplatform journalism.
- Familiarity with broadcast automation systems, digital content management systems and audience analytics.
- Bilingual in Spanish preferred.
- Must reside in Colorado and possess a valid Colorado driver's license.
- Access to a dependable vehicle is required.

PROCEDURE FOR APPLICATION: Persons interested in this position must apply at www.rmpbs.org/jobs. Please submit the following items:

1. A cover letter detailing how the applicant's qualifications fit the needs of RMPM and information on how the applicant found out about the job opening.
2. A resume detailing education, training, and employment experience.

Position will be posted at www.rmpbs.org/jobs until filled. No phone calls please. KRMA-TV/KTSC-TV/KRMJ-TV/KRMU-TV/KRMZ-TV and KUVO-FM/KVJZ-FM are licensed to and operated by Rocky Mountain Public Media, Inc. as non-commercial public television and radio.

Work Environment

This position is based in Greeley, Colorado through December 31, 2026 and requires regular on-site presence to support live morning broadcasts. The standard schedule includes early-morning hours Monday through Friday, with start and end times determined by programming needs. Occasional

evening, weekend, holiday or additional hours may be required for breaking news, station events, fundraising or backup hosting.
The position involves work in broadcast studios, office environments and occasional field or community locations. Reasonable accommodations will be provided in accordance with applicable law.

Physical Demands
The employee is required to frequently stand, walk, sit, use hands and fingers, reach and lift with arms, climb, stoop, kneel, crouch, or crawl. The employee is required to frequently lift up to 30 pounds without assistance. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and the ability to adjust focus.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Note: This job description is intended to describe the general nature and level of work performed and is not to be construed as an exhaustive list of responsibilities, duties, and skills required. Other duties may be assigned. Furthermore, it does not establish a contract of employment and is subject to change at the discretion of the employer.

Rocky Mountain Public Media embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. As such, Rocky Mountain Public Media does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.