General Assignment Reporter and Backup Host

Pay Range: $50,000-$65,000
Exempt: Yes
Reports to: Executive News Director

Summary:
The General Assignment Reporter and Backup Host is responsible for communicating information on-air in a clear, engaging, and professional manner and producing content for radio programs and podcasts. This position will work closely with our reporters, the digital team, and our local hosts of Morning Edition and All Things Considered. This position will also have the opportunity to have their stories picked up by NPR’s programs like All Things Considered and Morning Edition, along with other national programs. This requires a productive, responsible, and enterprising individual possessing a passion for how global, national, and regional issues connect to the KUNC listening area, which encompasses Colorado’s Front Range, the Eastern Plains, and mountain communities.

Essential Functions:
- As a general assignment reporter, responds and files breaking news, as well as assembles longer, in-depth news-features.
- Reports, writes, and produces original stories from across Northern Colorado that live up to KUNC’s and NPR's standards for accuracy, fairness, and newsworthiness.
- Uses and creates audience engagement opportunities to become informed on topics important to listeners.
- Responsible for filing to all of KUNC’s editorial platforms, including digital and visual media, social networks, and various audio platforms, with the goal of reaching the largest audiences with the biggest impact.
- Provides back-up hosting responsibilities for Morning Edition.
- Creates content which includes research, writing, and packaging stories for a variety of platforms.
- Communicates information and prepares scheduled breaks including delivery of underwrites public service announcements, weather, and promotional announcements.
- Presents programming through live hosting and limited production work per shift.
- Consistently develops and suggests original story ideas.
- Ensures completion of the daily FCC Operations Log.
- Responsible for voice tracking and live hosting specific programming as assigned.
- Prepares web posts, newscast copy, short web pieces and newscast spots as assigned.
- Identifies and writes web/multimedia stories.
- Produces newscast spots, including gathering and editing audio.
• Work with News Director and Managing Editor for newsroom assignments, i.e. write and produce daily newscast items, and Program and Operations Manager for Host duties.
• Work with KUNC’s Digital team to produce and engage our audience with web and social media posts
• Perform research, conduct effective interviews, and maintain organized records

Additional Responsibilities:
• Participates in on-air fundraising as well as station development and promotional functions.
• Provide back-up hosting for All Things Considered or other hosts.
• Attend and engage with listeners and members at community engagement events.
• Work with the Director of News to create occasional evergreen features.
• Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge
• Broadcast, digital recording, and editing equipment.
• FCC guidelines and requirements.
• Familiarity with public radio programming.
• Wide Orbit or other automation systems.
• Knowledge of, and strict adherence to, journalistic ethics and standards, specifically NPR news.

Skills
• On-air presentations, as well as interview, writing and production skills.
• Operating a personal computer with proficient skills in Excel, Outlook, Word and Dropbox.
• Demonstrated understanding of digital and social media concepts and tools and ability to think creatively about digital content.
• Communicate effectively both orally and in writing utilizing proper grammar.
• Perform work professionally, with ethics and integrity, and maintain confidentiality when required.

Abilities
• Work with little supervision and exercise excellent independent judgment.
• Establish and maintain effective working relationships with employees and the community.
• Handle multiple priorities and simultaneous demands, organizing and completing tasks according to their importance.
• Commit to supporting diversity, equity, and inclusion in the workplace and in reporting.
• Think “digital first” in strategic assignments and general coverage.
• Be a positive team member, consistently work well with others, and always demonstrate respect for the diverse constituencies at KUNC, within the public broadcasting system and in the community.
• Produce high quality content and programming.
**Experience and Qualifications**

- Two (2) years’ experience in on-air radio hosting with an engaging and professional on-air presence required.
- A minimum of six months live hosting experience within an NPR clock.
- A minimum of two (2) years of on-air or podcast work and online reporting.
- Must reside in Colorado and have a valid Colorado driver’s license.
- Access to a dependable vehicle is required.
- Bilingual in Spanish is preferred.

**Education**

- High School Diploma or GED is required.
- Bachelor’s Degree (B.A. or B.S.) in journalism, broadcast or radio production, media, communication, or a related field of study or similar field is preferred.
- Relevant internships including those with college radio stations, traditional media outlets and within NPR or other Member stations a plus.

**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.

**Work Environment**

The employee typically works indoors in a standard office environment but is required to travel to other locations for station events.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Community Radio for Northern Colorado’s mission is to strengthen our community by cultivating the mind and spirit - informing, inspiring, and entertaining. To fully live up to this mission, we strive to include diverse voices and amplify those from groups that are rarely heard in the media.

CRNC is an equal employment opportunity employer. We strive to make CRNC an example for other media organizations by modeling diversity, equity, and inclusion within our organization.

**CRNC offers competitive salaries and generous benefits, including health, dental, vision, life & short-term disability insurance, as well as 403b retirement, paid leave, and much more.**