Weekend General Assignment (GA) Reporter & Host  
(*Full-time, Exempt*)

**Reports to:** Assistant News Director  
**Salary Range:** $4150- $4300/month

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**Who We Are:**

Northern Colorado’s NPR Member Station, KUNC, aims to strengthen our communities by cultivating the mind and spirit-informing, inspiring and entertaining. KUNC is a staple for many individuals within northern Colorado, serving numerous rural, mountain and city communities for over 50 years. We are in a pivotal location on the front range of the Rocky Mountains, meaning you have day-access to world-class skiing and hiking, popular educational institutions such as the Denver Art Museum, and our beloved legendary music venues, including Red Rocks Amphitheatre.

KUNC News is a team of dedicated journalists, who are committed to telling the stories of our diverse communities, reflecting the people who live in those communities, and amplifying their voices. We operate with a team mentality, creating engaging and relevant content focusing on internal and external collaboration and experimenting in content styles and distribution.

KUNC provides leadership and editorial oversight of coverage of the Colorado state legislature through our statewide distributed Capital Coverage. Inside our newsroom is an award-winning Investigative Desk and our signature program, *Colorado Edition*. We serve an audience of over 155,000 people per week on air and online.

**Position Summary:**

KUNC seeks a dynamic and charismatic individual to join our team as our General Assignment (GA) Reporter & Host for *Weekend Edition*. The ideal candidate will be a natural storyteller who is excited by new ideas, experimenting, and helping to grow an evolving organization in service to our communities. This is considered an entry-level position, and we will provide adequate training to help you develop into a self-sufficient and successful member of the team.

As our GA Reporter & Host, you will work closely with our reporters, the digital team, and our local hosts of *Morning Edition* and *All Things Considered*. You will also have the opportunity to have your stories picked up by NPR’s programs like *All Things Considered* and *Morning Edition*, along with other national programs.

August 2021
**Essential Functions**

**GA Reporting**

Mon/Tues/Wed or Wed/Thurs/Fri

For three days during the week, you will primarily perform GA Reporter duties including:

- Voice track weekend and weekday automation breaks (1-2 hours per shift)
- Work with Assistant News Director to write and produce daily newscast items
- Work with KUNC’s Digital team to produce and engage our audience with web and social media posts
- Work with the Director of News to create occasional evergreen features
- Perform research, conduct effective interviews, and maintain organized records
- Provide backup to our local *Morning Edition* and *All Things Considered* hosts

**Host – Weekend Edition**

Sat/Sun – REQUIRED AT THE STATION FROM 6:30AM-10:30AM BOTH DAYS

On Saturday and Sunday, you will primarily perform Host duties including:

- Live host *Weekend Edition* both days, from 7:00am-10:15am, with 4 live newscasts at 7, 8, 9 and 10am

After the hosting shift is complete, you will be asked to perform as a GA Reporter, which includes the duties listed above.

**Additional duties:**

- Attend and engage with listeners and members at community engagement events such as Java with a Journalist
- Participate in on-air fundraising

*This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.*

*Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.*

August 2021
**Education, Training and Experience:**

We know there are qualified candidates out there who may have relevant skills and experiences that may not fit into what we’ve described below. If that’s you, please don’t hesitate to apply and tell us about yourself. We will look for any combination of education, training and experience that will help you be a successful team member. These combinations include:

- A minimum of one year of on-air or podcast work and online reporting
- Associate in Applied Science (A.A.S.) in journalism, radio production, media, communication, or a related field of study
- Bachelor’s degree (B.A. or B.S.) in journalism, radio production, media, communication, or a related field of study
- Relevant internships including those with college radio stations, traditional media outlets and within NPR or other Member stations
- A minimum of six months hosting experience within an NPR clock

**Skills**

- Knowledge of, and strict adherence to, journalistic ethics and standards, specifically NPR news.
- Proven ability to be a positive team member, consistently work well with others, and always demonstrate respect for the diverse constituencies at KUNC and within the public broadcasting system.
- Demonstrated ability to produce high quality content and programming.
- Ability to think “digital first” in strategic assignments and general coverage.

**Work Environment and Physical Demands:**

- The work environment will be at the Greeley office when hosting. Flexible scheduling and remote work for reporting shifts can be established with the supervisor
- The Greeley office environment: locked building accessible by FOB with overhead lighting with low-to-moderate noise levels
- Prolonged periods of remaining in a stationary position
- The ability to frequently operate a computer and other office productivity machinery such as a laptop, office printer, telephones, etc.
- The ability to frequently communicate with clients and co-workers, via telephone, email and other means of communication as needed.
**SELECTION PROCESS:** Position will remain open until filled. For best consideration, apply by **11:59pm MT on September 5, 2021.**

We offer competitive salaries and generous benefits including:

- Health, dental and vision care with over 90% of premiums for employee paid by employer
- Employer-provided Life & AD&D and disability insurance (ST and LT)
- 403b retirement with company match
- Paid Time Off
- 9 paid holidays, +1 floating holiday
- Maternity/paternity/partner leave

KUNC is an equal opportunity employer and encourages diversity in the workplace.

You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring team. You will be notified if you are selected for further questions or interviews via email.

Please keep your contact information up-to-date.

Community Radio for Northern Colorado’s mission is to strengthen our community by cultivating the mind and spirit—informing, inspiring and entertaining.