Weekend Host/Producer – (Part Time)

Reports to: Assistant News Director         Department: KUNC News

Summary:
KUNC informs and engages a large audience in Colorado with in-depth stories and analysis on a variety of platforms, including radio and digital. KUNC airs national programming integrated with regional journalism to provide quality, in-depth, and engaging news. KUNC’s weekend programming schedule complements our weekday news programming with diverse storytelling, entertainment, and news programs.

Primary Functions:
Weekend Host/Producer communicates information on-air in a clear, engaging, and professional manner. Weekend Host/Producer is responsible for preparing scheduled breaks including delivery of underwrites, public service announcements, weather and promotional announcements. Weekend Host/Producer will present weekend programming both through live hosting and voice tracking. The Weekend Announcer/Producer ensures completion of the daily FCC Operations Log.

Work schedule is 15 hours per week:
- Friday: 12pm -4pm
- Saturday: 7am-2pm
- Sunday: 7am-11am

Weekend Host/Producer must be 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.

Additional Responsibilities:
- Participates in on-air fundraising as well as station development and promotional functions.
- Perform other duties as assigned by Assistant News Director.

Preferred Skills, Education & Experience:
- One year experience in on-air radio hosting.
- Engaging and professional on-air presence.
- Excellent written and oral communication skills.
• Proven ability to consistently work well with others, demonstrating at all times respect for the diverse constituencies at KUNC and within the public broadcasting system.
• Ability to meet deadlines, handle multiple responsibilities at once, and shift gears quickly.
• Experience with Adobe Audition or other digital audio editing software is helpful.
• Bilingual in Spanish is preferred.