



SCAD Radio Music Coordinator

Due: 5 p.m. Monday Feb 16, 2026

SCAD Radio's Music Coordinator is the station's leader in finding, selecting, and loading new, inventive and enjoyable music. This person must be able to engage record labels and musicians and be able to assemble a team to sort incoming music and organize it for our on-air personalities.

General station duties:

- Reports directly to General Manager
- Attends all management and general staff meetings
- Provides feedback and ideas at management meetings
- Holds three regularly scheduled office hour per week
- Checks and responds to station email daily
- Participates in station promotional events every quarter (tables, events, etc.)
- Regularly offers constructive feedback to staff members and arranges for workshops when needed to improve staff production skills
- Participates in one hour or more of community building
- Participate in quarterly operations training to obtain working knowledge of program, production and live events operations
- Other duties as assigned

Music Coordinator specific duties:

- Uploads new music weekly to broadcast computer
- Updates online record keeping services to inform record companies of play information
- Checks mail deliveries and voicemails and responds to requests for play information
- Uploads music from on-air talent to MegaSeg
- Works collaboratively with Production Director to maintain well-ordered music database via Google Drive
- Works with Content Director to write regular rotation recap articles FCC compliance and station regulations:
- Reviews all music content to ensure it complies with copyright laws and FCC guidelines
- Monitors station broadcasts as often as possible. Notifies the general manager and director of any aired policy violation immediately
- Ensures operating logs are properly filled out. Contacts DJs to correct discrepancies in log entries