



APPLICATION

SCAD Radio Content Director

Due: 5 p.m., Friday, Feb. 16, 2018

At the heart of SCAD Radio is music, and our written web content should complement that focus. The duty of the content director is to supervise, produce and edit the written content on our website. The focus is music. The tone is light-hearted, witty and edgy. The quality should be superb.

General station duties:

- Reports directly to general manager
- Attends all management and general staff meetings
- Provides feedback and ideas at management meetings
- Holds six regularly scheduled office hours 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
- Fills in air shifts as needed
- Host a regular radio show or podcast equal to two hours of content per week
- Other duties as assigned

Content director specific duties:

- Recruit a team of writers, editors, photographers and video producers to contribute at least three pieces of content for SCADRadio.org per week
- Write stories regularly for the website
- Collaborate with social media director to schedule engaging posts for social streams
- Coordinate with production director to post and share podcasts
- Collaborate with program director to ensure broadcast calendar is updated
- Monitor Google Analytics to determine which content is most engaging

Application materials are due in .pdf format to acrisp@scad.edu no later than 5 p.m. on Friday, February 16, 2018.

Leadership Application

Name

Major Graduation Month and Year

Portfolio URL

Email Phone Number

Position sought:

Organization:

- District
- SCAD Radio
- The Manor
- HoneyDripper
- Port City Review

Why are you a good fit for this position?

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If selected, what do you hope to accomplish?

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What are your ultimate career ambitions?

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Submit completed applications to Adam Crisp, director of student media, at acrisp@scad.edu.

Include your cover letter, resumé, this completed application and work samples (or links to samples of work.)

Please thoroughly proofread your application, letter and resume before submitting the files. Submissions with grammatical and typographical errors may not be considered.

- scaddistrict.com
- scadradio.org
- scadmanor.com
- scadhoneydripper.com
- theportcityreview.com