



APPLICATION

SCAD Radio Music Director

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

SCAD Radio's Music Director 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 weekly Jam Juries and 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 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

Music director 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
- Collaborates with promotions team to publicize Jam Jury as outreach event

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

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.