



APPLICATION

SCAD Radio Production Director

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

SCAD Radio has gained tremendous ground in recent years as an award-winning producer of podcasts and radio plays. The Production Director will continue this trend by developing and producing audio content that engages audiences and grows the station's reach.

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.)
- Assists with technical aspects of staff training
- Regularly offers constructive feedback to staff members and arranges for workshops when needed to improve staff production skills
- Host a regular radio show or podcast equal to two hours of content per week
- Other duties as assigned

Station production duties:

- Responsible for conceiving and producing station IDs, liners, promos and other announcements for SCAD Radio (content must be approved by the program director or general manager prior to airing)
- Oversees production of public service announcements (PSAs) requested by station management and/or director
- Collaborates with specialty hosts/DJs to formulate and produce promotional material for specialty shows
- Assists music director in maintenance of broadcast music rotation
- Responsible for obtaining sound effects, music and other pre-recorded material for use in production and evaluating any possible copyright issues pertaining to the material
- Manages recording of live-band features and in-studio events
- Arranges for individuals to serve as voice talent for recorded announcements as needed. This may include station DJs or individuals from the student body at large. Maintains contact list of SCAD students that are non-DJ voice talent
- Assists in ripping/editing music for the music department when needed.
- Acts as liaison to any academic department or student organization requesting technical audio assistance from the station
- Acts as liaison with other student media entities staff to produce weekly news segments for air
- Assists with technical/equipment set-up for campus events involving SCAD Radio

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?

.....

.....

.....

If selected, what do you hope to accomplish?

.....

.....

.....

What are your ultimate career ambitions?

.....

.....

.....



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.