



APPLICATION

SCAD Radio Content Director

Due: 5 p.m., Friday, March 6, 2020

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 four 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 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
- Collaborate with Music Director to schedule interviews of bands and festival coverage
- Monitor Google Analytics to determine which content is most engaging
- Maintains and updates mailing list to volunteers and boost interest in station from listeners

Application materials are due in .pdf format to gm@scadradio.org no later than 5 p.m. on Friday, March 6, 2020.



DIRECTOR POSITION APPLICATION

Position sought: _____

Name: _____ Date: _____

Local Address: _____

E-mail: _____@student.scad.edu Phone: _____

Major: _____ Cumulative GPA: _____ Year of study: _____

Are you a member of a SCAD Student Media organization (The Manor, District, SCAD Radio, et al.)? If so, explain your role and your contributions to the publication.

Why are you a good fit for this position? Please elaborate on any particular skills or experience that particularly qualify you for this role.

Include the following with your application:

- Completed application.
- Cover letter detailing your credentials, explaining why you are seeking the position and what you will bring to the job.
- Résumé.

E-mail the completed application in PDF format to gm@scadradio.org. Applications are due no later than 5 p.m., March 5, 2019.