



APPLICATION

SCAD Radio Events Director

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

SCAD Radio has embarked on an ambitious goal of dramatically increasing listenership and website visitation. The Events Director is the organizer of the station -- the person who really has to plan the farthest ahead and think without immediate results.

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

Events director specific duties:

- Plans and manages quarterly events
- Oversee and manage Lead DJ
- Evaluates requests for DJs from student organizations
- Collaborates with other SCAD clubs and organizations to partner on events
- Plan promotional pop-up events
- Coordinates equipment set-up (with Live DJ Coordinator) and staffing for events
- Securing location spaces and time with SCAD Housing and Res Life
- Works with Social and Graphic Director to create promotions for events (flyers, social media posts, buttons)
- Works with Social and Video Directors to have photo/video at events to use later for promotional use
- Acts as a liaison between SCAD Radio and other SCAD student organizations
- Works with local concert venues, promoters, and music director to secure guest list/tickets to give away
- Arrive on campus on or before Monday, Sept. 2, 2019, to assist in promotional events
- Creates and manages quarterly campaigns to increase listenership and recruit new DJs
- In cooperation with the music director and program director, solicits and schedule giveaways.
- Make sure that prizes make it into the hands of winners

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.