



APPLICATION

SCAD Radio Graphics Director

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

SCAD Radio prides itself as being one of the most fun organizations on campus. The Graphics Director's job is to prove that to the public. They will be the visual arm of the station and make cohesive, engaging posts for social media.

General station duties:

- Reports directly to general manager
- Attends all management and general staff meetings
- Provides feedback and ideas at management meetings
- Holds three 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

Graphics director specific duties:

- Create primary branding for station
- Develops and maintains template library for posts
- Collaborates with Social Director to establish visual aesthetic for station
- Works with graphic designers and photographers to create promotions for social media and events
- Assists Program and Productions to create graphics for shows and podcasts

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.