



## APPLICATION

### SCAD Radio Music Director

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

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 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
- Works with Content Director to write regular rotation recap articles 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 [gm@scadradio.org](mailto: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](mailto:gm@scadradio.org). Applications are due no later than 5 p.m., March 5, 2019.