



APPLICATION

SCAD Radio Production Director

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

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.)
- 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

Production director specific 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
- 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

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.