



APPLICATION

SCAD Radio Program Director

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

Aside from music, SCAD Radio's programming is the most essential element to the radio station. Programs have to be engaging, and the on-air talent has to be recruited, retained and happy. Thinking up those shows and finding students to produce them is the job of the Program Director.

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

Program director specific duties:

- Responsible for setting broadcast schedule including regular rotation shifts and specialty shows. Mediates disputes between staff members who may be seeking the same shift
- Updates website to reflect schedule changes
- Approves specialty program proposals
- Along with music director, helps to schedule on-air interviews and performances
- Maintains DJ staff contact list
- FCC compliance and station regulations:
 - Reviews any and all non-music material to ensure compliance with FCC and station regulations
 - Monitors station broadcasts as often as possible. Notifies the general manager and adviser of any aired policy violation immediately
 - Maintains DJ roster to log late/missed shifts, FCC violations and show guests. Fills out guest form for security list
 - Ensures operating logs are properly filled out. Contacts DJs to correct discrepancies in log entries
 - In cooperation with general manager and adviser, regularly reviews program clock, specialty show schedule, DJ test, specialty show proposal process and station manual

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.