



**SCAD Radio Production Director Due:
5 p.m., Wednesday, March 9, 2022**

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 one regularly scheduled office hour 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
- Participates in one hour or more of community building
- 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.
- 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