



SCAD Radio Program Director

Due: 5 p.m., Monday Feb 26, 2024

Aside from music, SCAD Radio's programming is the most essential element to the radio station. Programs must be engaging, and the on-air talent must be recruited, retained and happy. The Program Director must provide upkeep for the booth and instruct DJs on how to run a show.

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

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 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