

# SCAD ATLANTA RADIO

## Job Description: Music Director

- Reports directly to the general manager.
- Participates in two station promotional events per quarter (tables, events, etc.).
- Creates and meticulously uses a rotation formula which contains fixed values for: number of albums in each category, number of songs from each album in each category, and the number of times each category will be played during each program hour.
- Decides which recordings will be added to rotation and runs listening committee.
- Actively maintains rotation by adding new recordings and removing older ones from rotation on a weekly basis.
- Makes sure all regular rotation adds are properly screened for indecent/obscene speech and edited (if necessary) before they are added to the MegaSeg Library.
- Is responsible for transmitting accurate weekly play list reports to College Music Journal for the following charts: CMJ Radio 200, Top 200 adds
- Is responsible for assigning reporters for the charts categories and verifying that they are transmitted accurately and regularly
- Sets and faithfully holds weekly office hours during which the music director can take phone calls from record companies, representatives and independent promoters.
- Maintains productive, professional relationships with label reps and indie promoters by immediately returning phone calls and e-mails, reviewing recordings quickly and promptly, and adding recently received recordings to rotation (or discarding them, as the case may be).

Application materials are due to [atlstudentmedia@scad.edu](mailto:atlstudentmedia@scad.edu) by 5 p.m. on Friday March 1<sup>st</sup>.

- Makes duplicate copies of recordings and unwanted recordings available to the promotions director, for use as give-a-ways.
- Regularly reads CMJ and other publications to stay up-to-date with new release schedules and trends in the industry.
- Updates the music library Google spreadsheet on a weekly basis so that DJs can easily sort through the station's archives.
- Regularly reviews the RadioActivity log for entries that violate the programming philosophy and reports violations to the program director.
- With program director, reviews recordings submitted by specialty show and regular rotation DJs for possible inclusion in regular rotation.
- Strives to create a diverse rotation that represents multiple genres, while focusing on new, emerging talents and local artists.
- Listens to the station as often as possible to determine which adjustments need to be made.
- Works in cooperation with program director and promotions director to schedule on-air performances and interviews by touring bands.
- Attends all management and general staff meetings. Provides feedback and ideas at management meetings.
- Makes sure weekly Top 30 chart is e-mailed, faxed or delivered to local record stores and Connector student newspaper.
- Regularly offers constructive feedback to staff members and arranges for workshops when needed to improve staff production skills.
- Responsible for one post per week on website: charts, play list, reviews, etc.
- Fills in air shifts as needed.
- Other duties as assigned.

***Compensation: stipend of \$125 per month***