

SCAD ATLANTA RADIO

Job Description: Production Director

General station duties:

- Reports directly to general manager.
- Attends all management and general staff meetings.
- Provide feedback and ideas at management meetings.
- Holds two regularly scheduled office hours per week.
- Participates in two station promotional events per quarter (tables, events, etc.).
- Assists with technical aspects of staff training.
- Creates and maintains contact list for station technicians and non-DJ voice talent.
- Regularly offers constructive feedback to staff members and arranges for workshops when needed to improve staff production skills.
- Fills in air shifts as needed.
- Other duties as assigned.

Creation of audio content:

- Acts as liaison with Connector staff to produce weekly news segments for air.
- Responsible for conceiving and producing station IDs, liners, promos and other announcements for SCAD Atlanta Radio. (Content must be approved by the program director or general manager prior to airing.)
- 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 individual(s) to serve as voice talent for recorded announcements as needed. This may include station DJs or individuals from the student body at large.
- Oversees production of public service announcements (PSAs) requested by station management and/or adviser.
- Collaborates with specialty hosts/DJs to formulate and produce promotional material for specialty shows.
- 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.
- Assists with technical/equipment set-up for campus events involving SCAD Atlanta Radio.
- Responsible for one post per week on website: playlist, station news, reviews, etc.

Application materials are due to atlstudentmedia@scad.edu by 5 p.m. on Monday, Feb. 28.

Compensation: stipend of \$125 per month.

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