

# SCAD ATLANTA RADIO

## Job Description: Program Director

### *General station duties:*

- Reports directly to general manager.
- Checks and responds to all station email daily.
- Attends all management and general staff meetings.
- Provides feedback and ideas at management meetings.
- Oversees DJ training process (on-air and FCC/station policies), administers DJ test and air-check recordings, and offers feedback for improvement.
- Maintains DJ staff contact list.
- Oversees the production of public service announcements, specialty show promos and other recorded materials.
- Fills in air shifts as needed.
- Holds two regularly scheduled office hours per week.
- Participates in two station promotional events per quarter (tables, events, etc.).

### *Scheduling and managing on-air content:*

- Works with other managers to create a coherent programming schedule including DJ shows and regular rotation.
- Approves specialty program proposals.
- Updates Web site to reflect schedule changes.
- Helps schedule on-air interviews and performances.

### *FCC Compliance and Station regulations:*

- Reviews any and all material to ensure compliance with FCC and station regulations. Enforces and notifies DJs and the General Manager of station manual policy violations on a weekly basis.
- Enforces programming philosophy and notifies DJs when they play songs incongruent with the philosophy (i.e. top-40 hits, current pop songs, etc.).
- 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.
- Ensures operating logs are properly filled out. Contacts DJs to correct discrepancies in log entries.

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

- In cooperation with general manager and adviser, regularly reviews program clock, specialty show schedule, DJ test, specialty show proposal process and station manual.
- Responsible for one post per week on website: playlist, station news, reviews, etc.
- Other duties as assigned.

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