

SCAD ATLANTA RADIO.org

Job Description: Music Director

General station duties:

- Reports directly to general manager
- Attends all management and general staff meetings
- Provides feedback and ideas at management meetings
- Holds 4 regularly scheduled office hours per week
- Checks and responds to station email daily
- Participates in station promotional events every quarter (tables, events, etc.)
- Assists with technical aspects of staff training
- 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

Rotation, reporting, and relationship with promoters:

- 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
- 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 promptly, and adding recently received recordings to rotation (or discarding them, as the case may be)
- Makes duplicate copies of recordings and unwanted recordings available to the promotions director, for use as give-a-ways

Application materials are due in .pdf format to atlstudentmedia@scad.edu no later than 5pm on Friday, February 27, 2015.

- Regularly reads CMJ and other publications to stay up-to-date with new release schedules and trends in the industry
- 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.
- 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.
- Is responsible for assigning reporters for the charts categories and verifying that they are transmitted accurately and regularly
- Updates the music library Google spreadsheet on a weekly basis so that DJs can easily sort through the station's archives