

SCAD ATLANTA RADIO

Job Description: Production Director

General station duties:

- Reports directly to general manager
- Attends all management and general staff meetings
- Provides feedback and ideas at management meetings
- Holds 2 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

Creation of audio content:

- 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)
- 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
- 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 individuals to serve as voice talent for recorded announcements as needed. This may include station DJs or individuals from the student body at large. Maintains contact list of SCAD students that are non-DJ voice talent
- 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
- Acts as liaison with Connector staff to produce weekly news segments for air
- Assists with technical/equipment set-up for campus events involving SCAD Atlanta Radio

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