

SCAD ATLANTA RADIO.org

Job Description: Program 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.)
- Oversees DJ training process (on-air and FCC/station policies), administers DJ test and air-check recordings, and offers feedback for improvement
- 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

Scheduling and managing on-air content:

- Responsible for setting broadcast schedule including regular rotation shifts and specialty shows. Mediates disputes between staff members who may be seeking the same shift
- Updates web site to reflect schedule changes
- Approves specialty program proposals
- Along with music director, helps to schedule on-air interviews and performances
- Maintains DJ staff contact list

FCC compliance and station regulations:

- Reviews any and all non-music material to ensure compliance with FCC and station regulations
- 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. Fills out guest form for security list
- Ensures operating logs are properly filled out. Contacts DJs to correct discrepancies in log entries
- In cooperation with general manager and adviser, regularly reviews program clock, specialty show schedule, DJ test, specialty show proposal process and station manual

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