Program Positions

- Assistant Program Director
- Program Producer
- DJ

Assistant Program Director

Reports To: Program Director

Position Requirements:
- Responsible for monitoring audio signals to detect sound-quality deviations or malfunctions as well anticipating and correcting any problems
- Must remain aware of all programming content and ensure FCC and KTSW policies and procedures are implemented and followed
- Must research and implementation of live copy announcements
- Critiques on-air performances
- Assists in the management and training of a volunteer staff
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:
S = Supervisory Role
O = On Air (live)
P = Production
V = Volunteer Position

Program Producer (Specialty Show Host)

Reports To: Program Director

Position Requirements:
- Responsible for the development and implementation of a weekly, two-hour on-air specialty show designed to add diversity to KTSW programming while remaining compatible with KTSW format, policies and procedures
- Must submit a Specialty Show Proposal, which must include a proposed title, a description of the proposed show, name(s) of on-air personalities involved, and a sample playlist along with CD of sample songs
- Must maintain a social media for specialty show, posting weekly updates at a minimum on each
- Applicants can submit a proposal for a new original show, or for a mainstay KTSW program
- Responsible for monitoring audio signals to detect sound-quality deviations or malfunctions as well anticipating and correcting any problems
- Flexible Schedule
- Must have previous KTSW experience, must have a minimum of one semester of on-air experience
- Performs other duties as assigned

Skills:
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:
S = Social Media
O = On Air (live)
V = Volunteer Position

DJ

Reports To: Program Director

Position Requirements:
- Responsible for following all KTSW and FCC on-air radio policies and procedures
- Serves as on-air talent for KTSW
- Responsible for monitoring audio signals to detect sound-quality deviations or malfunctions as well anticipating and correcting any problems
- Flexible Schedule
- Performs other duties as assigned

Skills:
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Dependable, responsible contributor committed to excellence and success

Notation:
O = On Air (live)
V = Volunteer Position