Music Positions

- Assistant Music Director
- Music Journalist
- Music Reviewer
- Local Music Director
- Rap Music Director
Assistant Music Director

Reports To: Music Director

Position Requirements:
• Assists the Music Director in the implementation of the KTSW music policies and procedures
• Assists in the management and training of a volunteer staff
• Flexible Schedule, maintain 4 office hours per week
• Audio production using Adobe Audition
• Reviews and edits written music reviews
• 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
P = Production
V = Volunteer Position
**Music Journalist**  
*includes Local and Rap*

**Reports To:** Music Director

**Position Requirements:**
- Reviews music submissions for possible air-play as assigned within the allotted time frame according to KTSW music policies and procedures
- Pitches story and new music ideas during weekly music meetings
- May attend live music shows for reviewing, acquiring new music, interviewing artists and networking
- Submits written music reviews as assigned for online
- Flexible Schedule
- Submits suggestions for Spotify playlists
- Performs other duties as assigned

**Skills:**
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

**Notation:**
V = Volunteer Position
Music Reviewer

Reports To: Assistant Music Director

Position Requirements:

- Turn in music album bundles for possible air-play consideration on a weekly basis
- Submit suggestions for KTSW Spotify playlists
- Navigate, communicate, and upload materials on Microsoft Teams

Skills:

- Ability to listen, write, and speak effectively
- Computer literate and ability to learn how to utilize Microsoft Teams
- Ability to finish tasks within an allotted timeframe
- Flexible schedule allowing for communication in a timely manner

Notation:

V = Volunteer Position
Local Music Director

Reports To: Music Director

Position Requirements:
• Assists the Music Director in the implementation of the KTSW music policies and procedures with a focus on Local Music
• Oversees the local music review staff
• Seeks out and processes local music submissions for potential air-play
• Flexible Schedule
• Suggests local artists for KTSW Events
• Reviews and edits written music reviews
• Audio production skills, experience with Adobe Audition a plus
• Previous KTSW experience is preferred
• 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
Rap Music Director

Reports To: Music Director

Position Requirements:
• Assists the Music Director in the implementation of the KTSW music policies and procedures with a focus on Rap Music
• Oversees the rap music review staff
• Seeks out and processes rap music submissions for potential air-play
• Flexible Schedule
• Suggest music for the Rap/Hip-hop Show
• Reviews and edits written music reviews
• Audio production skills, experience with Adobe Audition a plus
• Previous KTSW experience is preferred
• 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
P = Production
V = Volunteer Position