

Basics of each department

Program - KTSW's Program Director oversees everything that goes on our airwaves.

- Places in and picks up the signed FCC logs from the studio
- Places in and picks up the signed transmitter logs from the studio
- Approves and denies all production elements
- Meets with every on-air director head (music, news, sports, production, other side drive)
- Updates live copies (in Google Drive & Music 1) – must communicate with Music Director
- Keeps the specialty show hotkey pages updated in the DJ studio
- One-on-one air check critiques with DJs and program producers
- Helps oversee the KTSW program content on the Internet
- Meets with Program Department
- Assists in creating ways for giveaways for specialty shows
- Keeps the DJ studio and its equipment maintained
- Updates the Music, Production Director and Office/Traffic manager if a file isn't found in the DJ studio's playlist
- Maintains and abides by all FCC rules, making sure that all on-air departments also do
- Archives high-quality air checks for contest entries
- Ensures quality of weekly live in-studio sessions

Other Side Drive – KTSW's Program Director is in charge of producing our daily, variety drive time show, Other Side Drive.

- Stays up to date with the inner workings and on goings of all departments within KTSW
- Stays up to date with local events, bands and organizations within the community, as well as larger acts coming through town
- Coordinates in-studio and phone interviews during the show that fit our format of being "the other side of radio".
- Oversees that the day producers stay on top of approving/disapproving and editing of the segment producer's content
- Coordinates a semester schedule for the day producers, hosts, segments
- Coordinates a schedule of live sound technicians with Multimedia Director.
- Oversees that the day producers assist the hosts in sticking to the rundown sheet
- One-on-one air check critiques with the hosts and segment producers
- Meets with the Other Side Drive Department
- Helps oversee the KTSW Other Side Drive content on the Internet
- Create ways for the show to partake in giveaways
- Archives high-quality air checks and segments for contest entries
- Communicates artists on air throughout the semester for MR Fest to the station manager

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Music - KTSW's Music director is the one responsible for all music in our rotation

- Creates weekly reports for the North American College and Community Chart (NACC) and sending them to the General Manager, Station Manager and Program Director
- Creates the "clocks" for each hour of music programming in Music 1
- Maintains the KTSW music format of keeping it on "the other side of radio"
- Finds new music that suits the KTSW music format for regular rotation and specialty show programming
- Keeps the music closet up to date and organized (subject to change over time)
- Helps oversee the KTSW music content on the internet
- Creates silent songs (for specialty shows & sports broadcasts)
- Creates and gathers music reviews from the staff
- One-on-one music review critiques with the music reviewers
- Meets with the Music Department
- Retrieves (from promoters/bands), edits and sends band legal IDs/drops to production director

News - KTSW's News Director is in charge of all our news stories, updates and our 30-minute news show- "In The Public Interest"

- Oversees local and national content is created for 10am, 12pm, 2pm and 5pm newscasts every weekday
- Creates CIR Reports for "In The Public Interest" and submits to General Manager/filing in the Public file
- Keeps the recorders in good shape and accounted for
- Keeps the news hotkey pages updated in the DJ studio
- Helps oversee the KTSW news content on the Internet
- Ensures that the news reporters are getting multi-media skills through social media, and video packages as well as the audio and written portion of the story
- One-on-one critiques with the news reporters and "In The Public Interest" producers
- Meets with the News Department
- Archives high-quality news stories and shows for contest entries
- Collaborates with the University Star on big news stories

Sports – KTSW's Sports Director is in charge of all of our sports broadcasting including, but not exclusive to, games and "Bobcat Radio"

- Sets a sports broadcast schedule with the Program Director and athletic department
- Sets up a team of board producers, and sports announcers for in-town and out-of-town games we broadcast
- Keeps the Bobcat Radio hotkey pages updated in the DJ studio
- Helps oversee the KTSW sports content on the Internet

Basics of each department

- One-on-one air check critiques with board producers, color and play-by-play announcers
- Meets with the Sports Department
- Has a Sports Update reported for each Other Side Drive show
- Archives high-quality air checks and stories for contest entries
- Assists the sales department in finding sponsors for broadcasts and Bobcat Radio
- Organizes and hosts a draft show (MLB, NBA, NFL) during the appropriate times of year; *** not a requirement but a nice addition

Production – KTSW’s Production Director is in charge of all of the on-air elements, podcasts, and uploading Syndicated Shows.

- Sets up schedules in advance for production staff to create elements
- Creates promos and liners for specialty shows by request of the producer
- Oversees the scriptwriting process to element production process of every legal ID, line, promo and PSA.
- Produces underwriting spots in a timely manner
- Helps oversee the KTSW production content on the Internet
- Keeps the regular DJ and Sports PSA hotkey pages updated in the DJ studio
- One-on-one element critiques with production assistants
- Meets with production department
- Meets with Podcast Manager to assure podcasts are on schedule and follow KTSW policies
- Archives high-quality promos, PSAs and liners for contest entries
- Produces sound portraits and/or radio drama for Other Side Drive
- Responsible for downloading and uploading syndicated shows into our scheduled rotation; this may also include choosing new programs with that station manager and general manager if a show ends. DO NOT change the syndicated every semester unless completely necessary.
- Implements the production of elements for Third Thursday, Buzzmill Concert Series, and all other KTSW events for on air play

Office/Traffic – KTSW’s Office/Traffic Manager is responsible for the daily scheduling, assisting in meetings and front desk maintenance

- Schedules daily logs through Natural Log 8
- Oversees Playlist Editor and uses it to assist in scheduling
- Creates invoices for each sponsorship
- Answers and appropriately directs all front questions, comments and inquiries
- Gathers content from each department to create a monthly newsletter; *** can be implemented again if all other roles are successfully fulfilled
- Takes minutes at every meeting and archives in the public file for those not in attendance
- Oversees the work studies complete daily tasks

Basics of each department

- Schedules elements and underwriting appropriately
- Schedules syndicated shows and “In The Public Interest” to air at the scheduled times
- Keeps an updated program guide for reference along with working closely with the program and production director to ensure proper scheduling
- Makes coffee as needed
- Keeps the boards in the lounge updated with some sort of content

Promotions – KTSW’s Promotions Director is responsible for coordinating our events, quad days and representing the station off the airwaves.

- Sets a semester schedule for us to be out in the Quad each month
- Coordinates the semester Bookstore Blowout
- Coordinates KTSW’s monthly events
- Coordinates bands to play monthly events
- Works closely with Graphic Designers
- Meets with the head of an event(s) to co-host
- Meets with local businesses to host events
- Assists Sales Department in finding sponsorships for KTSW promotional events
- Ensures promotions assistants embody us in the best light to the public
- Gives bands’ information to the Program Director and Multimedia Director for possible in-studio sessions
- Helps oversee the KTSW promotions content on the Internet
- Meets with the Promotions Department
- Creates ways to partake in giveaways

Web Developer– KTSW’s Web Developer is the one to oversee all of our content on the Internet.

- Looks at every page on ktsw.net and updates as needed
- Keeps the homepage looking fresh
- Maintains and abides by GATO policies and procedures
- Makes sure the ktsw.net layout is responsive on all devices
- Maintains passwords on Passpack account
- Works to make sure each KTSW department has their content on the website
- Checks the Now Playing and Recently Played pages at least daily

Web Content – KTSW’s Web Content Manager is the one to oversee our WordPress blog, and assist the Web Developer in making sure content is on ktsw.net.

- Coordinates a semester schedule for web content contributors and editors to post blogs
- Ensures that the web editors meet with the hired department’s executive director to create and post the appropriate content
- Approves/denies blog posts created by web content contributors and editors

Basics of each department

- One-on-one blog posting critiques with the staff
- Addresses and fixes any grammar, spelling, punctuation and other issues that are posted
- Works closely with the Web Developer
- Helps oversee the KTSW web department content on the Internet
- Meets with the Web Content Department

Social Media – KTSW’s Social Media Administrator is responsible for overseeing our Facebook, Twitter, and Instagram pages.

- Coordinates a semester schedule for social media content contributors’ postings
- Ensures the social media content contributors meet with the hired department’s executive director to create and post the appropriate content
- Reviews social media posts created by social media content contributors
- One-on-one social media posting critiques with the social media content contributors
- Addresses and fixes any grammar, spelling, punctuation and other issues that are posted
- Assists in overseeing the specialty show programming social media pages
- Helps oversee the KTSW social media content on the Internet
- Creates ways to partake in giveaways
- Meets with Social Media Department

Graphics – KTSW’s Graphic Designers create our graphics for the Internet, posters, etc.

- Works with making an agreeable KTSW graphic for the requestor
- Abides by the KTSW brand book
- Creates graphics for internal and external KTSW use
- Creates graphics for on-air programming
- Creates graphics for KTSW events
- Works closely with the Multimedia Director and Promotions Director
- Addresses and fixes any graphics, grammar, spelling, punctuation and other issues created for a graphic
- Helps oversee the KTSW graphics are on the Internet

Multimedia – Serves as the head of KTSW's Multimedia Department, being responsible for creating, including but not limited to, promotional videos, Studio C sessions, news and sports stories, and all video and photo content for the station.

- Works with staff to assign videos and photos each week
- Ensures assigned projects are completed creatively, accurately and in a timely manner
- Maintains KTSW’s Youtube Channel with help of the Social Media Administrator
- Ensures format is appropriate for every project
- Ensures KTSW brand is present in all content

Basics of each department

- Coordinates video/photo/audio content for Studio C sessions
- Facilitates the music festival press application process with help of the Social Media Administrator and Music Director

Community Relations – Serves as the head of the Community Relations Department, being responsible for the implementation of the KTSW community relations strategy.

- Plans community service-oriented events
- Interacts with community and university officials
- Responsible for all KTSW press releases
- Leads fundraising efforts
- Finding and working with station beneficiaries
- Reaches out to constituents to find content for Public Service Announcements and live copies
- Responsible for making sure KTSW events are on other community calendars