

# 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

P = Production

V = Volunteer Position

# 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