

## **Program Positions**

- Program Director
- Assistant Program Director
- Program Producer
- Other Side Drive Host
- Rotational DJ

## **Program Director**

**Reports to: Station Manager and General Manager**

### **Position Requirements:**

- Responsible for monitoring audio signals to detect sound-quality deviations or malfunctions as well anticipating and correcting any problems
- 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
- Manages and trains a volunteer staff
- Must have a flexible schedule and be able to attend office hours at designated times.
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Plans events, socials, and meetings within the Programming department
- Meets with other executives to discuss station operations
- Approves and denies all production elements
- Meets with every on-air director head (music, news, sports, production, other side drive)
- Updates live copies (Microsoft 365 & Music 1) – must communicate with Music Director
- Keeps the specialty show live copies 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 Other Side Drive
- 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

**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/Zoom 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
- 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

**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

## **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, and a description of the proposed show, name(s) of on-air personalities involved. 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

## **Other Side Drive Host**

Reports to: Program Director

**Position Requirements:**

- Responsible for hosting KTSW's drive-time variety show, Other Side Drive, once a week while remaining compatible with KTSW format, policies and procedures.
- Must be able to properly prepare and conduct professional interviews.
- Must be available one day out of the week from 4-6pm.
- Applicants must input requests in a timely manner for the whole two hours.
- 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 in interviews
- 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

**Rotational 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