

KSDB EXECUTIVE STAFF

JOB DESCRIPTIONS + RESPONSIBILITIES

SPRING 2016



Music Assistant Job Description/Responsibilities

The Music Assistant position is currently designed to be a training position for a full time Executive Staff position to be more thoroughly involved in the music division of KSDB. As a member of the KSDB Executive Staff directly involved in music, the Music Assistant will be given valuable experience and responsibilities while contributing significantly to KSDB's overall mission. In terms of the music selection process, this position requires someone who is open minded and generally able to be subjective. The Music Assistant will be required to discern value and importance of each submission in order to maintain a balanced rotation. It is important to have a comprehensive understanding of college radio and the traditional format college radio follows. This position will assist the Music Director in the selection of music that is to be played on KSDB's rotation, along with reporting charts and top adds to CMJ weekly.

Additionally, the Music Assistant will contribute in the coordination of the Classroom Series by working directly with and maintaining a steady line of communication with artists, the Music Director, Production Director, Studio Engineer, and Program Director. This position will require 10-15 hours of work each week. Furthermore, the Music Assistant will be expected to provide positive feedback and constructive criticism to the Music Director and other Executive Staff positions. This position requires a team-oriented mindset and the willingness and ability to respond positively to feedback and constructive criticism given by other Executive Staff members. The Music Assistant will be expected to be a contributing member of the KSDB Executive Staff who responsibly upholds the KSDB Mission Statement and will be granted the freedom to discuss original ideas with fellow staff members.

Reporting line:

- Reports directly to KSDB's Music Director. Advised by Station Manager/other Executive Staff members

Overall responsibilities:

- Assists Music Director with the rotation of new music with KSDB
- Assists Music Director with adding music to DJB
- Maintains KSDB's CD shelves for organization and ease of use
- Ensures that all music meets FCC requirements
- Along with Music Director, maintains contact with promoters and record labels currently submitting music to KSDB on a weekly basis

- Along with the Music Director, actively approaches new outlets for the attainment of music (i.e. responding/contacting promoters and labels whose music KSDB is not currently reviewing/playing)
- With direction from the Music Director, maintains contact with the Manhattan music community and beyond and actively seeks new music from local musicians
- Assists in the coordination of the Classroom Series
- Provides reviews of shows/albums for the website - at least one post per month
- Completes assigned projects and deadlines in a timely manner

Meeting requirements:

- Assists Music Director with a weekly, regularly scheduled Music Staff meeting
- Attends weekly KSDB Executive Staff meetings and weekly KSDB class meetings
- Maintains four to six (4-6) office hours outside of the two (2) required for music office hours and is regularly available for discussion with the Music Director and other Executive Staff members
- Attends at least one KSDB sponsored event each month (outside of Classroom Series events) and assists fellow Executive Staff members as needed

KSDB weekly music office responsibilities:

- Maintains two (2) weekly, regularly scheduled office hours during the business day in the KSDB music office
- Assists Music Director in answering all incoming phone calls and emails pertaining to music submissions in a timely, professional manner that represents the station well
- Hosts one (1) weekly, hour long specialty show highlighting new or local music
- Contributes to online web content calendar with album/show reviews