## General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Assistant Director for Music</th>
<th>Agency:</th>
<th>Bulls Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-3 $8.55/hr. @ 25 hours/week</td>
<td>Position Type:</td>
<td>Student Temporary</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>SGATO Program Coordinator</td>
<td>HR Supervisor:</td>
<td>SGATO Director</td>
</tr>
<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
<td>Working Over Authorized Hours:</td>
<td>Yes, with prior written authorization from direct supervisor</td>
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</tbody>
</table>

## Job Description

The Music Director is an Assistant Director of the Bulls Radio Agency. This position is responsible for overseeing all of the music programming content of the agency.

**Roles and Responsibilities**

- Responsible for reporting Bulls Radio’s airplay charts to the College Music Journal each week by Tuesday at 2pm.
- Make sure that all CDs, vinyl, and mp3s that Bulls Radio receives for airplay consideration are cataloged, reviewed, and added to rotation in a timely fashion (based on CMJ add dates).
- Appoint volunteer Genre Coordinators to oversee reviews for each major genre that Bulls Radio airs.
- Responsible for recruiting interns for music department.
- Hold regular Music Department meetings to ensure that new music is reviewed and added to the rotation in a timely manner.
- Work with the Programming Assistant Director to maintain an accurate and well-balanced music rotation in Bulls Radio’s automation software.
- Maintain regular contact with record labels, promoters, and artists, and pursue new industry contacts to improve the variety of music on Bulls Radio.
- Oversee the digitization and maintenance of Bulls Radio’s music catalog.
- Staff will be expected to schedule monitoring hours and be present at the station during their designated time.
- Perform any other duties as necessary and proper to execute the mission of Bulls Radio.

## Qualifications and Education Requirements

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must be able to maintain a high level of professionalism and commitment to ethical practices.
- Basic understanding of Microsoft Office.
- Must be well organized and hard working.
- Must be a strong communicator and have the ability to motivate a large group of volunteers toward a common goal.
- Must possess strong presentation skills.
- Should have a strong interest in the music and broadcast industry.
- Ability to take initiative in the workplace and create strategic goals.
- Must be able to think critically and logically in any given situation.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.

## Working Conditions

25 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

*This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.*

Revised 05/30/2017