



**Job Title: Outreach Associate (OA)
Band Coordinator**

Purpose:

To coordinate all band interviews, performances, and station visits.

Principle Functions/Requirements:

I. Administrative Duties:

- a. Communicate with bands about possible interview and in-studio performances;
- b. Coordinate with the Music Director to contact bands touring through the area;
- c. Coordinate with the Ticket Giveaway Outreach Associate to schedule ticket giveaways during times when bands are on the air;
- d. Contact KWVA DJs who may be interested in hosting or interviewing bands on-air;
- e. Notify General Manager at least 48-hours before any band performance;
- f. Attend weekly marketing department meetings;
- g. Hold at least three office hours/week;

II. Clerical Duties:

- a. Create and/or maintain a calendar of band interviews and performances scheduled to happen on KWVA.
- b. Create and/or maintain a list of DJs interested in hosting and interviewing bands, including the genre of the show.
- c. Write thank you notes to bands and DJs for their time in interviews and performances;
- d. Submit monthly department reports to the Marketing Director.

Compensation/Selection Procedure:

\$40 month for 12 months

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms, in order to receive a stipend of \$40/month. The position begins July 1st and runs through June 30th of the following year. Training will begin by June 1st and individual holding the position will be required to provide training to the incoming staff member. Position requires approximately 10 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA Marketing Director