



KWVA Eugene, 88.1 FM
University of Oregon Campus Radio

Job Title: Production Director .

Purpose:

To work with the other KWVA departments to produce sound products for broadcast.
4th on-call, alternating months with News Director and Music Director

Principle Functions/Requirements:

- I. **Administrative Duties:**
 - a. Oversee quality of all broadcasts from production standpoint;
 - b. Work with the General Manager, News Director, and Chief Engineer to maintain broadcast and production equipment;
 - c. Work with the News Director to produce pre-recorded materials for broadcast;
 - d. Work with the Programming Director and DJs to create and produce KWVA program spots;
 - e. Work with the marketing department to produce show announcements, underwriting announcement and local public service announcements;
 - f. Keep a continuous and fresh rotation of public service announcements available to DJs;
 - g. Create broadcast clips for staff members and DJs as needed;
 - h. Take on at least one understudy per term who shows interest in the position;
 - i. Attend weekly staff meetings.

- II. **Clerical Duties:**
 - a. Work with Assistant General Manager and marketing department to keep a current database of all carts;
 - b. Work with the marketing department to maintain a database of public service announcements including scripts, contact information and run dates;
 - c. Work with the marketing department to maintain a database of all carts created , their play dates, and kill dates;
 - d. Submit quarterly department reports to the Programming Director.

Compensation/Selection Procedure:

\$70 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 \$70/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 15 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA Programming Director

KWVA: P.O. Box 3157 - University of Oregon - Eugene, Oregon - 97403
UPS/FedEx to: Suite M-112 - EMU - University of Oregon - Eugene, Oregon - 97403
(541) 346-4091 Business (541) 346-0648 Fax (541) 346-0645 Request Line