



Job Title: Programming Director (PD)

Purpose:

- To maintain full program schedule
- To fill any/all unfilled shows
- To hire and train all DJs
- 1st on-call for DJ show fill needs, 12 months of the year

Principle Functions/Requirements:

- I. **Administrative Duties:**
 - a. Responsible for hiring and training all KWVA DJs;
 - b. Coordinate with the General Manager, Assistant General Manager, News Director and Sports director on the schedule each term;
 - c. Submit the term schedule to General Manager for approval with ASUO, State, and FCC laws, regulations, and guidelines;
 - d. Perform regular air-checks on all DJs;
 - e. Assist the General Manager in maintenance of a current and up-to-date DJ Manual for station operation and training DJs;
 - f. Assist the General Manager with quarterly DJ meetings;
 - g. Assist the General Manager with complaints and grievances of DJs;
 - h. Responsible for filling any gaps in the schedule on a 24 hours a day/365 days a year;
 - i. Assist the Assistant General Manager in correction and discipline of DJs;
 - j. Attend weekly staff meetings.

- II. **Clerical Duties:**
 - a. Maintain a current contact list of all DJs, including phone numbers and addresses;
 - b. Maintain a current on-air schedule by legal name;
 - c. Maintain a current on-air genre schedule;
 - d. Maintain current mailboxes for all DJs;
 - e. Maintain an up-to-date log of show coverage needs;
 - f. Maintain detailed personnel files on all DJs, current and previous;
 - g. Submit quarterly departmental reports to the General Manager.

Compensation/Selection Procedure:

\$250 month for 12 months

This position is available to all University of Oregon students enrolled at least half time three out of four academic terms, in order to receive a stipend of \$250/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 20 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA General Manager