

## **90FM Station Manager Job Description**

- Establish budget priorities and work closely with the Business Director to monitor the station's financial operation.
- Sets the image and overall direction of the station.
- Trains, motivates, and supervises all other employees on the Executive Staff.
- Adequately prepares the Executive Staff to transition from year-to-year.
- Log and approve hours bi-weekly for all other student positions.
- Ensures that WWSP operates in the public interest, convenience and necessity as required by the Federal Communications Commission.
- Guarantees that all pertinent rules and regulations of the University of Wisconsin system, UW Stevens Point and UW-Stevens Point Student Government Association are followed.
- Makes sure that all provisions of WWSP's constitution are followed.
- Works directly with the entire WWSP staff to ensure we serve UWSP students and all its listeners fairly and professionally.
- Serves as the liaison person for individuals in the community and other organizations.
- Enforces and adheres to 90FM Constitution and Policies and Procedures.
- Lead the planning and execution of annual fundraisers for 90FM.
- Organize and manage College Radio Day festivities.

## **90FM Program Director Job Description**

- Responsible for everything broadcast and stream by working closely with the Station Manager and Faculty Advisor to ensure continuity of the 90FM sound and philosophy.
- Works with other members of Executive Staff, 90FM volunteers, the University, and the community to facilitate on-air activities such as news, sports, promotions, and specialty events.
- The primary point of contact for all on-air announcers and listeners and is responsible for the 24x7 on-air broadcast schedule along with recruiting and training of announcers. This includes filling in and/or providing staffing for any on-air programming that cannot be filled.
- Provides regular feedback for on-air announcers (this typically includes monthly check-ins with each announcer) to help improve their performance and ensure the best possible sound for broadcast and streaming.
- Ensures that WWSP serves the public interest, as mandated by the Federal Communications Commission (FCC). This includes maintaining high standards of quality on all content and ensuring that all required forms and logs are correctly maintained, and that policies and procedures are followed.
- Hosts at least one General Programming shift per week and is encouraged to host other specialty shows as needed to gain experience.
- The ideal applicant has experience in broadcast radio and with the 90FM sound and philosophy.

## **90FM IT Support Technician**

- The 90FM IT Support Technician is responsible for the following:
- Maintain and repair WWSP-90FM computers and all other studio equipment.
- Works with Business Director to purchase any necessary equipment and technology.
- Must be able to work both solo and with a team.
- Contact IT Department when work orders are necessary.
- Act as liaison to external Engineers when the issue is too technical for the Station Manager.
- Being available outside normal office hours to address on air emergency computer related problems.
- Installing computers and related hardware such as hard drives, memory, CD-ROMs, soundcards, video cards, modems, monitors, speakers, etc.
- Assist staff/ volunteer with any help with in learning any software we use in the station.
- The person must be able to troubleshoot hardware and software related problems.
- Enforces and adheres to all 90FM policies and procedures.

## **90FM Music Director Job Description**

- Works with Station Manager and Program Director to filter through the stacks annually to decide whether CD's need to move to a different stack.
- Maintains relations with record companies, distributors, and artists to ensure excellent complimentary record service. Actively recruits new labels for new music online and via email.
- Contacts them far in advance for Radiothon donations.
- Promptly (weekly) auditions and distributes new music sent to 90FM both physically and digitally. Responsible for screening and labeling CDs with short descriptions of the album, recommended tracks, FCC violations, RIYL artists, and genre.
- Ensures all music added to WWSP-90FM adheres to FCC, Community, and Station standards.
- Works with NACC (North American College and Community Radio Chart) to comprise weekly adds and top thirty charts for 90FM.
- Sends a weekly copy of music adds and a Top 30 Chart to record promoters as well.
- Catalogs 90FM music library so that music can be easily retrieved by on-air announcers.
- Works with Program Director to ensure 90FM's broadcast philosophy is followed.
- Actively archives new CD's digitally
- Maintains Heavy Rotation shelf and DJ's 90FM's Heavy Rotation every Sunday from 3-6 p.m.
- Enforces and adheres to all 90FM policies and procedures.
- Maintain Green Dot list monthly

- Maintains a clean and functional office space.

### **90FM Production Director Job Description**

- Oversees all pre-recorded production work at WWSP and is responsible for the preparation and organization of paperless program logs and all pre-recorded content.
- The Production Director must adhere to FCC regulations on produced and on-air content.
- The Production Director maintains the discretion to choose if a piece of produced content will be aired on 90FM.
- The Production Director works closely with the Program Director and Business and Sales Director to ensure that commercial donor announcements are played when scheduled and schedule make-goods when necessary.
- The Production Director ensures that automated programming grids are updated before and after on-air events are scheduled.
- Updates imaging rotations with new production work or other submissions.
- Should be comfortable with or be willing to learn Playout software, the automation system used by 90FM.
- Maintain an underwriting schedule to be aired on 90FM with the Business and Sales Director.
- Must be proficient in Adobe Audition and other recording technology.
- Solicits, writes and schedules promotional and public service announcements for UW-Stevens Point student organizations and non-profit community groups.
- Trains the production staff on proper recording and editing techniques through production classes and regular feedback on all production work.
- Works with Music Director and Program Director to produce current overnight programming.
- Maintains a clean and functional office space.
- Enforces and adheres to 90FM Policies and Procedures

### **90FM Business & Sales Director Job Description**

- Oversees WWSP's budget to make sure that all SGA and university financial policies are properly followed. This includes the constant monitoring of financial software to make sure that WWSP is operating within its budget and remains financially solvent.
- Purchases equipment and supplies necessary for WWSP's operations with the advice and consent of the Station Manager, IT Support Technician and Faculty Advisor.
- Is responsible for tasks relating to the underwriting process. This includes making sure that billing is done for all underwriting and all funds are collected.

- Works closely with the WWSP Executive Staff to ensure that all SGA and WWSP funds are properly used promptly. The Business Manager works closely with the Station Manager and Faculty Advisor to maintain a precise budget.
- Maintains a clean and organized work environment (handles filing of salient financial documents).
- Attending all budget training meetings set by SGA budget director.
- Solicit sponsorship for all specialty programming and the Trivia Scoreboard.
- Works with one other executive staff member to coordinate Trivia Marquee Trade Agreements.
- Act as station business liaison and fund-raiser.
- Deals directly with sponsors and makes sure all necessary contracts and paperwork are filled out properly.
- Knowledgeable of all FCC guidelines for Commercial Donor Announcements (CDA's) on nonprofit radio.
- Works with and types CDA scripts for the Production Director to ensure play of donation acknowledgements.
- Works closely with Business Director to facilitate billing and collection of underwriting money.
- Enforces and adheres to all 90FM policies and procedures.
- Works in relation with Production Director and Program Director to ensure the appropriate FCC guidelines related to underwriting, and scheduling of donor announcements.

### **90FM News & Public Affairs Job Description**

- Recruit, train, schedule, and supervise news staff to report timely and relevant news stories and produce on-air news broadcasts.
- Supervise production, content, and overall thrust of all local public affairs shows.
- Work to podcast public affairs shows online.
- Oversee production of special event news programming such as election coverage, SGA elections, major campus news, etc.
- Produce and assist in producing Featured News Stories.
- Oversee the station's formal ascertainment process and writes the station's quarterly "issues" list with assistance of the faculty advisor.
- Ensure proper function of all newsroom equipment and maintenance and cleanliness of the newsroom.
- Work with Program Director to ensure WWSP-90FM's broadcast philosophy is followed.
- If Public Affairs programming is unfilled, News and Public Affairs Director is responsible for filling airtime.
- Maintains a clean and functional office space.
- Enforce and adhere to all 90FM policies and procedures.

### **90FM Sports Director Job Description**

- Coordinates WWSP's coverage of professional, collegiate and area high school sports.
- Schedules sports staff to broadcast regular sports events and on-air play-by-play coverage of UWSP athletic contests.
- Works with Program Director to plan technical and logistical arrangements for play-by-play coverage of significant sporting events.
- Ensures that sports information of both mens and womens UWSP athletic teams and national sporting news receive appropriate air-time on WWSP.
- Record weekly Sports Update (Sportsbeat).
- Submit appropriate number of submissions for the WBA Awards in April as deemed feasible by available funds.
- TRIVIA: Required to coordinate and receive all food donations for the Trivia Contest.
- Maintains all sports broadcasting equipment.
- Enforces and adheres to all 90FM policies and procedures and FCC Guidelines.

### **90FM Public Relations & Outreach Director Job Description**

- Promote 90FM on our FM radio broadcast, our Internet stream, and through multiple external channels.
- Actively promoting station-related events and programming on all 90FM social media and Internet outlets, University-focused platforms and community-focused networks.
- Work closely with other members of Executive Staff and the Faculty Advisor to support the 90FM brand and philosophy.
- Recruit new staff and volunteers by identifying and participating in events relevant to 90FM, including University, community, and 90FM events. Participation can include representing 90FM at registration and recruitment events, concerts, and other appropriate events as identified by Executive Staff.
- Create and coordinate formal press releases and interviews with media outlets, primarily focusing on local media but to include national and worldwide outlets for certain events.
- Utilize digital and traditional design skills to create content such as posters that help promote 90FM events and programming.
- Works to coordinate, plan, and execute events for 90FM recruitment and maintains communication with community organizations and schools in the greater Stevens Point area to maintain interest in 90FM.
- Should have demonstrated experience with social media. The ideal applicant has experience with social media and creative design for an organization, experience with writing and creating content for multiple outlets.

## **90FM Podcasting Director Job Description**

- Work with students, faculty, and community members on creating, editing, and producing podcasts within 90FM's podcasting studio.
- Work closely with the Program Director, Station Manager, other Executive Staff members, and Faculty Advisor when making podcasts with or without the intent to air on 90FM airwaves.
- Oversees the creation of podcasts and long form content within the 90FM podcasting space by looking over show proposals, scheduling times to record, and post producing the content created. This includes becoming familiar with the 90FM Policies and Procedures on Podcasting and Other Long-Form Content and FCC regulations that 90FM is mandated to follow.
- Should be familiar with Adobe Audition and other post-production software and with the automation system, Playout software, that is used by 90FM.
- Must be present for all recordings of podcasts and long form content.
- Must be easy to contact, maintain an organized schedule and workspace, and work to recruit members of campus and the community interested in creating podcast content
- Work with Station Manager and Faculty Advisor to oversee the publication of podcasts.