Music Director KTRL/KXTR

Music Director Duties:

All positions at Tarleton Radio are required to perform duties beyond their job description such as review music, work with other departments, perform daily maintenance logs, attend and work events held by Tarleton Radio, attend staff meetings, and any other duties as delegated by the Student Manager, Station Manager or General Manager. Extra responsibilities outside of your work schedule will not interfere with your class schedule. All duties related to the radio station take precedence over organizational activities and other personal obligations.

This position reports to the Student Manager, Station Manager and General Manager.

Duties will include, but are not limited to:

- This position will work with the entire student staff, the Tarleton Radio Association, volunteer DJ’s and the music committee on music reviewing
- Will be in charge of the station music committee
  - Will need to put the committee together each semester and hold weekly meetings
  - This is to give music assignments to committee members and to decide what music will be on the each station
- Responsible for uploading music on the correct Add Date
- Will be responsible for making decisions on DJ music submissions
- Will be responsible for being current with all forms of music that the station plays
  - This includes being current with CMJ, All Access, Pitchfork and Indie Rock Café
  - Have a current knowledge of indie and alternative rock
  - Also have a working knowledge of hip hop
- Responsible for staying up to date with KXTR scheduling
  - This includes formatting for each day of programming throughout the week
- Keeping each category of music current
- Will be responsible for digital music submissions being reviewed
- Will need to become familiar with automation software (Wide Orbit, Music 1, Adobe Audition
- Will be responsible for reporting to the CMJ charts weekly
  - This includes the top 5 albums added and the top 30 songs played based on logs
- Will be responsible for speaking with music promoters each week and giving them an accurate view of the music played on the station
- Will be responsible for finding a staff member or volunteer for hip hop and other non-indie rock genres
  - These assistants will report those genres to CMJ, talk to promoters about those genres and make recommendations to keep the categories current
- Will be responsible for all CD’s being stored alphabetically and by genre
Production Director

Production Director Duties:

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- Should be familiar with audio editing software (Audacity, Audition, Reaper, etc...)
- Produces all public service announcements, underwriting announcements, interviews, music recordings, specialty programming, DJ’s recorded shows and any other production needs throughout the year
- Responsible for upkeep of the station’s Soundcloud pages
  - This includes uploading interviews, JTAC News, Texan News and any other audio that needs to go on Soundcloud
- Will be responsible for continually keeping up with all event calendars in the Cross Timbers area and Tarleton to produce PSA’s
- Responsible for finding enough voices for to cover all production needs
- Responsible for working with Granbury Sports and Tarleton Athletics for their production needs
- Responsible for creating new liners for programming on both stations
- Responsible for keeping track of the age of promos and recording new promos when necessary
- Will be responsible for working with volunteers interested in working in your department
Promotions Director

Promotions Director Duties:

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- Post to Twitter, Instagram, Facebook and Youtube regularly
- Schedule all events including Texan Tour, Organizational Fair, Volunteer Fair, Orientation, Family Weekend
- Is responsible for having a presence at all other campus and community events that are applicable for the radio station
- In charge of Duck Camp and Howdy Week events
- Should be setting up other events such as concerts, pool parties, block parties
- Should work with the Welcome Center to set up tours and help them with what to say
- Plan and execute promotional campaigns
- Should evaluate all promotional campaigns for their effectiveness
- In charge of all promotional items – includes making proposal and following through with promotional item company to complete the process
- Should be able to engage with students, faculty, staff and the surrounding community to build interest in both radio stations
- In charge of finding volunteer staff to help with promotions
- Schedule remote broadcasts with student management and student engineer
- Meet with the rest of the senior student staff on a weekly basis
- Will be responsible for working with volunteers interested in working in your department
**Sports Director KTRL/KXTR**

Sports Director Duties:

All positions at Tarleton Radio are required to perform duties beyond their job description such as review music, work with other departments, perform daily maintenance logs, attend and work events held by Tarleton Radio, attend staff meetings, and any other duties as delegated by the Student Manager, Station Manager or General Manager. Extra responsibilities outside of your work schedule will not interfere with your class schedule. All duties related to the radio station take precedence over organizational activities and other personal obligations.

This position reports to the Station Manager and General Manager, not to Tarleton Athletics or the City of Granbury.

Duties will include, but are not limited to:

- Liaison between Radio Station and Tarleton Athletic Department
- Liaison between Radio Station and Granbury TV/City of Granbury
  - All questions and issues should be reported to radio station management
- Know schedules of all sporting events to air on both stations
- Promptly inform DJ’s of preemption due to sporting events
- Make sure all positions are filled for both Tarleton and Granbury Sports – Theses include the following:
  - Play by Play Announcer
  - Color Commentator
  - Board Operator
- Work with Tarleton Athletics and Granbury TV to obtain all audio for games and other sports shows and ensure that it is in the automation system
- Be responsible for keeping up with all Carts and Logs related to all sporting events
- Understand the operation of all equipment used to broadcast sports
- Participate in pre and post-game meetings to ensure all aspects of the broadcast are in place and to make adjustments as needed
- Will serve as a backup board operator for all sporting events originating from the KXTR or KTRL studios
- Filing reports from problems during a broadcast
- Working with the Station Manager to ensure that all underwriting is compliant with FCC regulations
- Randomly attend sporting events both from the station and on-site to ensure quality and compliance issues are being met
- Will be responsible for working with volunteers interested in working in your department
Student Engineer

Student Engineer Duties:

All positions at Tarleton Radio are required to perform duties beyond their job description such as review music, work with other departments, attend and work events held by Tarleton Radio, attend staff meetings, and any other duties as delegated by the Student Manager, Station Manager or General Manager. Extra responsibilities outside of your work schedule will not interfere with you class schedule. All duties related to the radio station take precedence over organizational activities and other personal obligations.

- Will work with Music Director to process new music submissions from record labels weekly
- Will work with Music Director to take our music when needed
- In charge of maintaining both the KXTR and KTRL websites
  - Will need to go through training with Web Services to learn how to do this
- Responsible for taking readings of both the KTRL and KXTR Transmitters
  - You will always be with someone going to the KTRL Transmitter site in Bluff Dale
- Responsible for maintaining the KXTR Transmitter site on campus
- Responsible for maintaining all equipment at the radio station
- Responsible for all computers at the radio station or working with IT to solve those problems
- Sets up all remote broadcasts
- Will be responsible for learning how to solder components into audio cards and sound boards
- Works with the Contract Engineer during their visits
- Will be responsible for all other technical aspects of the station not listed
- Will be responsible for working with volunteers interested in working in your department
Granbury Sports Board Operator/All Things Considered Host

Student Engineer Duties:

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Granbury Sports Board Operator

- Responsible for knowing all aspects of a sports broadcast for Granbury High School Sports
  - This includes operation of the audio console, the automation software, the streaming PC, recording the broadcast and knowing which pieces of audio to play during the event
- Responsible for keeping track of all underwriting announcements played
- Will be responsible for working with employees of the City of Granbury to ensure the broadcasts are scheduled and everything is in place, including the correct audio
- Responsible for keeping track of all broadcast dates on the main station calendar
- Upload game audio after each game
- Responsible for making sure station’s Legal Identifications are played at the top of every hour
- This position requires work in the evenings and some weekends
- May have opportunities for additional income through Tarleton Athletics
- Will be responsible for working with volunteers interested in working in your department

All Things Considered Host

- Responsible for knowing all aspects of hosting NPR’s All Things Considered as a local affiliate
- Will do local breaks that includes playing PSA’s, underwriting, giving weather, time, doing forward promotion of upcoming shows and doing live reads of PSA’s
- Responsible for locking all doors and turning off all lights at 5 PM and ensuring the front door is closed and locked
- This position will be at work from 4:00 to 6:00 PM every day
- Responsible for making sure station’s Legal Identifications are played at the top of every hour
- Responsible for finding a fill in when you are not able to be here
KXTR 100.7 DJ Manager

DJ Manager Duties:

All positions at Tarleton Radio are required to perform duties beyond their job description such as review music, work with other departments, attend and work events held by Tarleton Radio, attend staff meetings, and any other duties as delegated by the Student Manager, Station Manager or General Manager. Extra responsibilities outside of your work schedule will not interfere with your class schedule. All duties related to the radio station take precedence over organizational activities and other personal obligations.

- Make sure all time slots are filled for the week.
- Scheduling and implementation of training for all DJ’s
- Promoting and Organizing DJ orientation
- Be a first stop liaison between the DJ and the Radio Station
- Keep track of all absences and tardies by the DJs
- Keep track of the New Music Folder
- Monitor randomly DJ performance to ensure quality performances.
- Work with DJ’s if there shows are not up to quality and give advice for improvements
- Document problems and all illegal activity done on air by the DJ’s and document where needed
- Approve all interviews and media credential requests
- Give verbal and written warnings as needed
- Manage DJ schedule based on seniority, competence, and quality
- Inform Station Manager of any problems that cannot be solved by the DJ Manager
- Communicate with DJs via e-mail concerning any events, special instructions, or cancelation of shows
- Will be responsible for working with volunteers interested in working in your department