Tarleton Student Radio –
KURT 100.7 FM & KTRL 90.5 FM

Student Manager Positions
All positions, including assistant positions, eligible for COMS 484 Internship with approval.
All majors welcome, Communications major not required.
All job descriptions subject to change and some positions may be combined.

Student Station Manager

The Student Station Manager is in charge of supervising the overall operation of Tarleton Student Radio, KURT 100.7 FM, The Planet, in consultation with the General Manager. He or she supervises all other student managers and DJs at The Planet in a collaborative manner with other staff, developing music policy and ensuring overall quality of The Planet. The Station Manager facilitates communication between student managers, DJs and the General Manager. Previous experience is preferred with 100.7, The Planet, or other station. The student manager also assists in the operation of KTRL Public Radio as assigned by the KTRL General Manager. Must be a student in good standing with Tarleton State University and eligible for student employment. The position is for both the fall and spring semesters, paid part-time. Approx. 3 days a week, 10-15 hours per week total.

Specifically, the Student Station Manager will:

- Supervise the Student Directors, meeting weekly with them and their assistants.
- Develop and maintain student DJ training programs with Program and Music Director.
- Ensure the legal operation of 100.7 in consultation with the General Manager.
- Oversee the automated operation of the station in consultation with the Program and Music Directors, using DRS 2006 or other approved automation program.
- Implement policies as set forth by the General Manager.
- Meet with and provide weekly reports to the General Manager.
- Organize campus recruitment meetings to bring in new DJs every semester within the first 30 days of class.
- Be on call 24/7 for emergency station outages
- Help create a cooperative and open environment where volunteer student staff have a positive learning experience.

All positions subject to revision

Rev. 2.1 - 05022011
DJ Manager

The DJ Manager is responsible for the scheduling of programs and the training and supervision of the student DJ on-air staff. The DJ Manager is expected to listen to 100.7 The Planet often and to review all programming content and DJs. The DJ Manager works closely with the Student Station Manager and the Music Director in all station activities. Prior experience is preferred. Must be a student in good standing with Tarleton State University and eligible for student employment. The position is for both the fall and spring semesters, paid part-time. Approx. three days a week, 10 hours per week total.

Specifically, The DJ Manager will:

- Review applications and select DJs in consultation with the Student Station Manager and the Music Director.
- Train, schedule and supervise DJs.
- Coordinate and supervise scheduling of all PSAs and station promos with the Production Director, using Audacity, Adobe Audition 1.5 or similar software.
- Ensure that all DJs are familiar with FCC requirements.
- Meet weekly with managing staff.
- Help create a cooperative and open environment for student and volunteer DJs.
- Ensure that the program schedule is accurately programmed into the station automation program, using SS32, DRS 2006 or other approved software.
- Recruit and hire volunteer assistants to help carry out these duties with the approval of the Student Station Manager.
- Be on call for station emergencies and DJ no-shows

Music Director

The Music Director is responsible for implementing station music policy, handling all music that comes through the station and deciding what music goes into the music database and in rotation. The Music Director is responsible for any necessary music reporting, including CMJ, and maintains the CD music library. The Music Director will be the primary contact person for record labels. The Music Director works closely with the Student Station Manager and the DJ Manager in the implementation of all policies. Must be a student in good standing with Tarleton State University and eligible for student employment. The position is for both the fall and spring semesters. Paid, part-time. Approx. three days a week, 8-10 hours per week total.

Specifically, the Music Director will:

- Maintain an active music committee, which reviews incoming music and maintains a log of all music added to the station.
- Receive music label/contact phone calls during regular office hours.
- Rip, tag and prepare songs for inclusion in the station computer database.
- Ensure that ALL songs added are screened for indecency to meet FCC requirements.

Rev 2.1 - 05022011
• Program the station automation software to create the appropriate music mix.
• Tally playlists as necessary to create weekly charts.
• Recruit and hire two or three regular volunteer music assistants with the approval of the Student Station Manager.
• Help create a cooperative and open environment where volunteer DJs have a positive learning experience.
• Meet weekly with managing staff.

News Director

This person is responsible for overseeing all aspects of the news department including coordinating the daily newscasts produced by the Broadcast Journalism class. They should have good news-writing skills and a basic familiarity with Audacity, Adobe Audition and know how to work with the on-air and production studios. They must be knowledgeable of current events. Previous experience preferred with The Planet 100.7 and/or KTRL 90.5. Volunteer position. Approx. three to four days a week, 10-15 hours per week total. Ideal candidate will have taken COMS 215 (Broadcast Journalism), COMS 207 (Audio Production) and COMS 211 (Media Writing). The news director may also be enrolled in COMS 485 (Radio & TV Announcing).

Specifically, the News Director (with Assistant News Directors) will:

• Produce daily newscast using student reporters and external news sources, including AudioTexas news reports supplied to KTRL.
• Coordinate news anchors using assistant news directors.
• Assist Broadcast Journalism student reporters with the production and airing of daily radio newscast, recording it for later playback.
• Facilitate any repeat broadcasts of the newscasts by scheduling it in DRS 2006 or other approved automation system or by replaying the newscast recording manually.
• Coordinate the weekly interview program done as part of COMS 485 (Radio/TV Announcing).
• Recruit and hire volunteer Assistant News Directors to help carry out these duties with the approval of the Student Station Manager.
• Meet weekly with managing staff.

Production Director

The Production Director is responsible for all prerecorded underwriting spots, promos, legal IDs, PSAs and other spots broadcast on 100.7, The Planet and assisting other staff members with production. Duties include production of announcements and programs in consultation with the DJ Manager or News Director and ensures that all recorded spots conform to FCC requirements by consulting with the
Student Station Manager. Must have some prior experience with Audacity or Adobe Audition. Approx. 20 hours per week.

Specifically, the Production Director will:

- Record and edit using Audacity or Adobe Audition in production room.
- Assist News Director in coordinating daily production of newscast by Broadcast Journalism class.
- Attend weekly staff meetings.
- Hire an assistant Production Director.

Sports Director(s)

The Sports Director will coordinate all sports broadcasts on KURT 100.7 or KTRL 90.5. These include Tarleton volleyball, baseball and softball, as well as Glen Rose High School football and basketball. The sports director(s) will be knowledgeable in the technical aspects of remote broadcasting. Prior experience with sports broadcasting preferred. Approximately 10-15 hours per week.

- Will work with sports interns and COMS 485 students in developing a sports team to create professional-sounding broadcasts.
- Will work with professional play-by-play announcers in certain sports, including Glen Rose football.

Underwriting/Sales Director

The Underwriting/Sales Director will approach local businesses (in Erath, Hood and Somervell Counties) to sell noncommercial advertising (“underwriting”) for both KTRL & KURT. Must be personable and be able to set goals. Some sales experience preferred. Approximately 20 hours per week.

Engineering and Operations (and assistants!)

Engineering and Operations will be responsible for all of the technical and computer related aspects of the station. They will also be responsible for running weekly EAS tests for both stations. Must be willing to learn the radio automation software used by KTRL and KURT and be able to troubleshoot on-air problems. Approx. 10 hours/week.