

Position

Program Director

Paid Staff

Supervision

The incumbent shall report to the Station Manager.

Purpose

The purpose of this position is to provide general management and organization of the programming and radio broadcasting of Scarborough Campus Community Radio.

Responsibilities

Planning and Scheduling

- Plan and schedule programming based on broadcast length, time availability, and other factors such as community needs, CRTC requirements, and the priorities of the board of directors
- Develop a program grid for each semester, organized into various content categories (music, talk, news, etc.) and based logically on time of day
- Solicit applications for new DJs, radio announcers and radio shows and process, evaluate, and select those to be broadcast

Training and DJ Management

- Plan and deliver orientations for DJs and radio announcers
- Update and maintain DJ contracts and collect membership fees from DJs when necessary
- Act as the primary point of contact between DJs and Fusion Radio

Monitoring, Improvement and Compliance

- Evaluate new and existing programming for suitability and in order to assess the need for changes, using information such as audience surveys and feedback
- Check completed program logs for accuracy and conformance with CRTC rules and regulations
- Coordinate disciplinary measures for minor rule violations by DJs and radio announcers and inform the Station Manager immediately of major ones
- Respond to complaints about programming

Special Programming

- Coordinate the development of public service announcements, station identifications, program promotions, and radio advertisements
- Provide these to DJs and radio announcers for playback and monitor their compliance
- In collaboration with event directors, coordinate the broadcast of special event coverage

As well as other related activities that may from time to time arise.

Time Commitment

Approximately 15-20 hours per week.

Requirements

Skills

- Able to communicate effectively both verbally and in writing
- Able to coordinate and organize information and actions
- Able to give full attention to what others are saying, to take time to understand the points being made, and to ask questions as appropriate
- Able to be assertive but still respectful when speaking about rules and procedures
- Able to effectively manage own time and the time of others
- Able to work independently with minimal supervision
- Able to monitor and assess the performance of self and others

Knowledge

- Knowledge of principles and processes for providing good customer service
- Knowledge of alternative ways to communicate and disseminate information via written, oral, and visual means
- Knowledge of management principles involved in planning, organizing, leadership, and the coordination of people and resources
- Knowledge of principles for personnel recruitment, selection, and training
- Working knowledge of audio & PA equipment and/or iMedia software is an asset
- Knowledge of CRTC regulations as they relate to campus-community radio is an asset

Other attributes

- Good-natured, cooperative attitude
- Honest and ethical
- Careful about detail and thorough completing tasks
- Reliable, responsible, and dependable
- Sensitive to the needs and feelings of others
- Willingness to take on responsibilities and challenges

Training and Development

- General orientation about the nature and purpose of Fusion Radio and the position
- Specific on-the-job training about Fusion Radio's programming, equipment, and organization
- Potential for continuing education
- Potential for conference attendance
- Potential to move into other areas of the organization including upper management roles