

Position Description for: Independent and Local Music Director

The Independent and Local Music Director shall perform the duties invested upon him/her by the direction of the General Manager and Program Director of WGMU Radio, the radio station of George Mason University with studios located on the bottom floor of the George W. Johnson Center with offices in Student Union Building II (The Hub) Office of Student Media and with a mailing address of 4400 University Drive MS 2C5 Fairfax, VA 22030. The position of Independent and Local Music Director is a **volunteer internship** Senior Staff position.

The official duties of the Independent and Local Music Director include, *but are not limited to:*

- Charged with overseeing all local music operations within WGMU Radio.
- Responsible for the local music section of our automated system along with the local music physical CD collection in the WGMU offices.
- Staying in close communication with the Music and Program directors about local music and OTS system updates.
- Reviewing new local music submitted to us each week (listening to local music submissions and either approving/denying their airplay on WGMU).
- Holding a Local Music department meeting every week with Music Director.
- Sending out a list of local DC, Maryland, and Virginia area shows for DJ’s to attend, as well as reaching out to local bands for submission requests.
- Overseeing the Local Music Department’s assistant directors and volunteers.
- The ILMD may be assigned additional duties as the GM/PD and/or Student Media sees fit within the general realm of his/her duties.
- The ILMD is contracted with 5 hours of work per week during the semester.
- In order to receive scholarship payments, Student Media requires students to attend numerous events throughout the semester, including Friday morning meetings, admissions events and Mason events.