

Position Description for: Music Director/Assistant Program Director

The Assistant Program Director/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 MD/APD is a **scholarship paid** *executive staff level position*.

The official duties of the Assistant Program Director/Music Director include, but are not limited to:

- Charged with overseeing all music operations within WGMU Radio.
- Ensure DJs are charting through Spintron and enforcing charting policies.
- Coordinating the addition of all music into our automated OTS system in On-Air and Practice studios.
- Coordinating the deletion process for old or “empty shell” tracks within OTS.
- Reviewing all music sent to the station digitally and by mail.
- Supervises local music director and their duties.
- Organizing and maintaining the physical CD collection of WGMU.
- Overseeing assistant directors and the music review board.
- Coordinating on-air interviews or concert attendance with promoters and creating articles based on those interviews or concerts attended.
- Maintaining website and soundcloud content.
- Member of the WGMU Executive Management Team.
- Communicating with music promoters about airplay and song information.
- The MD/APD may be assigned additional duties as the GM/PD and/or Student Media sees fit within the general realm of his/her duties. The MD is contracted with 10 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.