



WGMU – George Mason University’s Radio Station

General Manager, Sasha Toophanie  
4400 University Drive, 2C5 Fairfax, VA 22030



## Position Description for: Production Director

The Promotions Director shall perform the duties invested in him/her by the direction of the Program Director/General Manager of WGMU Radio, the radio station of George Mason University with studios located on the bottom floor of the George W. Johnson Center. Our offices are located in Student Union Building II (The HUB) with a mailing address of 4400 University Drive MS 2C5 Fairfax, VA 22030. WGMU Radio is a subsidiary of the Office of Student Media and University Life, yet independently operated and student-run. Promotions Director is a Senior General Staff Level *scholarship paid* position, or held by an individual for *academic internship credit* approved by the holder’s respective academic major department. The individual shall serve report directly to the Assistant Program Director.

**The official duties of the Deputy Promotions Director include, *but are not limited to:***

- Overseeing the management of PSA/Promo creation and production.
- Overseeing the management of the production studio. This includes updating the production studio scheduling and being responsible for permanent slot scheduling request.
- Maintaining the upkeep and cleanliness of the production studio.
- Maintaining the upkeep of the production studio computer and managing audio files, sign-in logs and equipment.
- Be available to assist at WGMU and/or Student Media related events in which the station is participating in/sponsoring.
- Assisting within the production and music departments of WGMU as seen fit by the APD/Music or Program Directors.
- The Production Director may be assigned additional duties as the GM/PD and/or Student Media sees fit within the general realm of his/her duties, such as assisting with office podcasts or special programming.
- The Production Director is contracted with 7 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.