

Station Manager Job Description

- Establish budget priorities and work closely with the Business Director to monitor the station's financial operation.
- Organizes and leads weekly one-on-one and executive staff meetings.
- Sets the image and overall direction of the station.
- Trains, motivates, and supervises all other employees on the Executive Staff.
- Adequately prepares the Executive Staff to transition from year-to-year.
- Ensures that WWSP operates in the public interest, convenience, and necessity as required by the Federal Communications Commission.
- Guarantees that all pertinent rules and regulations of the Universities of Wisconsin, UW Stevens Point, and UW-Stevens Point Student Government Association are followed.
- Makes sure that all of the provisions WWSP's constitution are followed.
- Works directly with the entire WWSP staff to ensure we serve UWSP students and all its listeners fairly and professionally.
- Purchases equipment and supplies necessary for WWSP's operations with the advice and consent of the Technical Director, Business Director, IT Support Technician and Faculty Advisor.
- Serves as the liaison person for individuals in the community and other organizations.
- Enforces and adheres to 90FM Constitution and Policies and Procedures.
- Lead the planning and execution of annual fundraisers for 90FM.
- Organize and manage College Radio Day festivities.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

Program Director Job Description

- Responsible for everything broadcast and stream by working closely with the Station Manager and Faculty Advisor to ensure the continuity of the 90FM sound and philosophy.
- Works with other members of Executive Staff, 90FM volunteers, the University, and the community to facilitate on-air activities such as news, sports, promotions, and specialty events.
- The primary point of contact for all on-air announcers and listeners is responsible for the 24x7 on-air broadcast schedule along with recruiting and training of

announcers. This includes filling in and/or providing staffing for any on-air programming that cannot be filled.

- Provides regular feedback for on-air announcers (this typically includes monthly check-ins with each announcer) to help improve their performance and ensure the best possible sound for broadcast and streaming.
- Ensures that WWSP serves the public interest as mandated by the Federal Communications Commission (FCC). This includes maintaining high standards of quality on all content and ensuring that all required forms and logs are correctly maintained and that policies and procedures are followed.
- Hosts at least one General Programming shift per week and is encouraged to host other specialty shows as needed to gain experience.
- The ideal applicant has experience in broadcast radio and with the 90FM sound and philosophy.
- Completes other duties as assigned by the station manager, club advisor, or general manager.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

Music Director Job Description

- Works with Station Manager and Program Director to filter through the stacks annually to decide whether CD's need to move to a different stack.
- Maintains relations with record companies, distributors, and artists to ensure excellent complimentary record service. Actively recruits new labels for new music online and via email.
- Contacts them far in advance for Radiothon donations.
- Promptly (weekly) auditions and distributes new music sent to 90FM both physically and digitally. Responsible for screening and labelling CDs with original, informed short descriptions of the album, recommended tracks, FCC violations, RIYL artists, and genre.
- Ensures all music added to WWSP-90FM adheres to FCC, Community, and Station standards.
- Works with NACC (North American College and Community Radio Chart) to comprise weekly adds and top thirty charts for 90FM.
- Regularly sends copy of music adds and a Top 30 chart to record promoters as well.
- Catalogs 90FM music library so that music can be easily retrieved by on-air announcers.

- Works with Program Director to ensure 90FM's broadcast philosophy is followed.
- Actively archives new CD's digitally.
- Maintains Heavy Rotation shelf and JD's 90FM's Heavy Rotation every Sunday from 3-6pm.
- Enforces and adheres to all 90FM policies and procedures.
- Oversees and maintains Green Dot list throughout the year.
- Maintains a clean and functional office space.
- Maintains digital music library and regularly updates digital music library in automation software.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

Production Director Job Description

- Oversees all pre-recorded production work at WWSP and is responsible for the preparation and organization of program logs and all pre-recorded content.
- Must adhere to FCC regulations on produced and on-air content.
- Maintains the discretion to choose if a piece of produced content will be aired on 90FM.
- Works closely with the Program Director and Business and Sales Director to ensure that commercial donor announcements are played when scheduled and schedule make-goods when necessary.
- Maintains pre-recorded content and schedules for automated programming software.
- Updates imaging rotations with new production work or other submissions.
- Maintain and underwriting schedule to be aired on 90FM with the Business director.
- Must be proficient in Adobe Audition and other recording technology.
- Solicits, writes, and schedules community announcements UW Stevens Point student organizations and nonprofit community events.
- Solicits, writes, and schedules public service announcements.
- Trains the production staff on proper recording and editing techniques through weekly production classes or meetings.
- Provides feedback on pre-recorded material to general staff members.
- Works with Music Director and Program Director to produce current overnight programming.
- Maintains a clean and functional office space.

- Submit appropriate number of submissions for the WBA Awards in April as deemed feasible by available funds.
- Enforces and adheres to 90FM Policies and Procedures.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

Business and Sales Director Job Description

- Oversees WWSP's budget to make sure that all SGA and university financial policies are properly followed. This includes the constant monitoring of financial software to make sure that WWSP is operating within its budget and remains financially solvent.
- responsible for tasks relating to the underwriting process. This includes making sure that billing is done for all underwriting and all funds are collected.
- Works closely with the WWSP Executive Staff to ensure that all SGA, Friends of 90FM, and WWSP funds are properly used properly. The Business Manager works closely with the Station Manager and Faculty Advisor to maintain a precise budget.
- Maintains a clean and organized work environment and properly handles filing of salient financial documents.
- Attends any required SGA Budget director meetings.
- Solicit sponsorship for all programming at 90fm, including specialty and event programming.
- Act as station business liaison and fund-raiser.
- Deals directly with sponsors and makes sure all necessary contracts and paperwork are filled out properly.
- Knowledgeable of all FCC guidelines for Commercial Donor Announcements (CDA's) on nonprofit radio.
- Collaborates with the Production Director on CDA scripts to ensure play of donation acknowledgements.
- Facilitates billing and collection of underwriting money.
- Enforces and adheres to all 90FM policies and procedures.
- Works in relation with Production Director and Program Director to ensure the appropriate FCC guidelines related to underwriting, and scheduling of donor announcements are followed.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

News and Public Affairs Director Job Description

- Recruit, train, schedule, and supervise news staff to report timely and relevant new stories and produce on-air news broadcasts.
- Recruit, train, schedule, and supervise public affairs hosts to produce interesting programming that serves public interest as defined by the Federal Communications Commission (FCC).
- Oversee production of special event news programming such as election coverage, SGA elections, major campus news, etc.
- Take an enthusiastic approach to the recruitment and training of new news staff, with the goal of a robust schedule.
- Produce and assist in producing Featured News Stories.
- Oversee the station's formal ascertainment process and writes the station's quarterly "issues" list with assistance of the faculty advisor and program director. Ensure proper function of all newsroom equipment and maintenance and cleanliness of the newsroom and podcasting studios.
- Work with Program Director to ensure WWSP-90FM's broadcast philosophy is followed.
- Should be familiar with Adobe Audition and other post-production and broadcast automation software.
- Enforce and adhere to all 90FM policies and procedures.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

Sports Director Job Description

- Coordinates WWSP's coverage of professional, collegiate, and area high school sports.
- Establish positive working relationship with the UWSP Athletic Department to authorize the broadcast of their teams.
- Schedules sports staff broadcast regular sports events and on-air play-by-play coverage of significant sporting events.
- Ensures that sports information of both men's and women's UWSP athletic teams and national sporting news receive appropriate air-time on WWSP.
- Produce and host a weekly sports-talk show.

- Submit appropriate number of submissions for the WBA Awards in April as deemed feasible by available funds.
- Enforce and adhere to all 90FM policies and procedures.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

Public Relations Director Job Description

- Actively promotes 90FM's FM broadcast, internet stream, and specialty events through multiple external channels.
- Work closely with other members of Executive Staff and the Faculty Advisor to support the 90FM brand and philosophy.
- Should have demonstrated experience with social media. The ideal applicant has experience with social media and creative design for an organization, experience with writing and creating content for multiple outlets.
- Digital media portfolio (specifically graphic design) is required. Examples include poster mockups, social media graphics, photography, etc.
- Enforce and adhere to all 90FM policies and procedures.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

Outreach Director Job Description

- Hosts weekly engagement events to promote rapport among team members and to recruit new talent.
- Works with the Executive Staff to regularly table in high-foot traffic areas such as the Dreyfus University Center, Champions Hall, or the NFAC Courtyard.
- Posts, updates, maintains WWSP-90FM's Stevens Point Involvement Network (SPIN) page.
- Works with the Public Relations director to create and maintain a press kit, and works with University Communications and Marketing to schedule interviews with local media outlets.
- Enforce and adhere to all 90FM policies and procedures.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.

Technical Director Job Description

- Assist in maintenance and repair of WWSP-90FM computers and studio equipment.
- Coordinates maintenance and repair of sensitive equipment such as record player cartridges, CD players, and mixer components with the Faculty Advisor, Station Manager, IT Support Technician and Station Audio Engineer.
- Works with Station Manager to purchase any necessary equipment and technology.
- Must be able to work with a team and solo.
- Acts as a liaison between WWSP-90FM and UWSP's Information Technology department.
- Must be available outside of regular office hours to address emergency problems.
- Assists staff and volunteers with station software.
- Must be familiar with Microsoft Windows 10 and 11, Microsoft 365, Adobe Audition, and broadcast automation software.
- The ideal candidate will be HTML Proficient and familiar with the Word Press website editor.
- Enforce and adhere to all 90FM policies and procedures.
- Be available to assist and volunteer for operations related to annual fundraisers (Radiothon and Trivia) in support of the station.