**KDUP Staff Roles and Responsibilities**

**KDUP General Manager**

1. Exercises overall responsibility for supervising station staff. Exercises leadership in establishing and maintaining a professional managerial relationship with all members of the staff.  Provides leadership in assuring an optimum learning experience for all members of the staff leading to the enhancement of their broadcast and interpersonal communication skills.
2. Maintains an effective working relationship with the student media adviser in his or her role as a resource person and as a representative of the University. Makes the final decisions in all station matters in consultation with the student media adviser.
3. Sets an agenda for and hold weekly staff meetings.
4. Serves as the lead on all station budgetary matters in coordination with the student media advisor. Initiate and forward to the student media adviser all requests for station requisitions and purchases.
5. Is responsible for all on-air material and discussion.
6. Upholds all rules and regulations of the FCC and of the University of Portland as they relate to station operation, and assist the student media adviser in implementing policies and directives.
7. Represents the station in community relations.
8. Sends out a monthly newsletter to the general KDUP mailing list with updates on station operations, links to online content, upcoming events, and other pertinent information to maintain effective communication between staff and students.
9. Represents the station as a non-voting member to the Student Media Committee. At each meeting of the SMC, the general manager will present a one page summary of accomplishments, challenges and feedback related to the station’s standing to date.
10. Follows the “Personnel Guidelines for Student Media” in the Student Media Guide.
11. Cooperates with KDUP staff members and strives for coordinated efforts both within the station and extensively with other student organizations (such as Pilots After Dark, The Beacon, etc.).
12. Writes a concluding report/evaluation of the year.

**Program Director**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Assists in the overall management of the staff and helps the general manager ensure smooth operation and programming policy at KDUP.
3. Assumes the duties of the GM in his or her absence.
4. Manages and organizes online applications, promptly updating the KDUP Google Spreadsheet with necessary information for both physical and website show schedules. Works with Promotions director on the layout, design, and immediate distribution of Semester Show Schedules throughout campus.
5. Auditions, selects and evaluates all prospective DJs.
6. Leads, alongside Productions Director, DJ Training sessions for newcomers.
7. Sends out bi-monthly newsletters to DJs with updates on quality control, music department picks, in-station equipment fixes, upcoming events, and other pertinent information to maintain effective communication between staff and students.
8. Schedules and organizes two DJ-centric events per semester to foster a stronger community and gather DJ feedback.
9. Is responsible for ensuring that deejays are regularly attending their radio shows and accurately filling out/saving their format reports.
10. Meets with DJs not following station protocol to discuss disciplinary action, including but not limited to forfeiting their privilege to broadcast with KDUP.
11. Cooperates with KDUP staff members and strives for coordinated efforts both within the station and extensively with other student organizations (such as Pilots After Dark, The Beacon, etc.).
12. Attends all weekly meetings.  Absences must be cleared in advance through the GM and Media Adviser.

**Productions Coordinator**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Collaborates with the Music Department to compile cohesive playlists for the station’s automatic programming using iTunes and RadioLogik.
3. Leads, alongside Program Director, DJ training for newcomers.
4. Oversees proper functioning of broadcasting equipment, including microphones, the mixer, in-studio phone, CD trays, and turntable.
5. Oversees and manages proper functioning of the online stream.
6. Organizes, records, edits, and uploads regularly updated between-show sweeps.
7. Cooperates with KDUP staff members and strives for coordinated efforts both within the station and extensively with other student organizations (such as Pilots After Dark, The Beacon, etc.).
8. Attends all weekly meetings.  Absences must be cleared in advance through the GM and Media Adviser.

**Promotions Director**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Develops brand and image of radio station across campus.
3. Works closely with Program Director to promote new DJ applications, the finalized radio show schedule, and radio shows throughout the semester
4. Works closely with the Volunteer Coordinator to distribute promotional materials.
5. Works closely with Events Coordinator to promote and upcoming concerts and events.
6. Works closely with the Web Tech to promote radio shows and upcoming events online.
7. Oversees and regularly updates social media.
8. Coordinates the publication and distribution of all printed promotional materials, including bi-semester Zines, flyers, DJ show schedules, and newspaper ads.
9. Designs and orders promotional paraphernalia such as t-shirts, stickers, Koozies, Frisbees, etc.
10. Establishes cooperative working relationships with KDUP staff members and strives for coordinated efforts.
11. Attends all weekly meetings.  Absences must be cleared in advance through the GM and Media Adviser.

**Volunteer Coordinator**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Communicates with KDUP staff to conceptualize productive assignments for student volunteers.
3. Organizes and sets agendas for weekly student volunteer meetings.
4. Oversees all student volunteer activity and makes sure assigned tasks are accomplished in a timely manner between weekly meetings.
5. Works closely with Promotions Director to coordinate and distribute KDUP paraphernalia.
6. Works closely with Events Coordinator to provide promotional and logistical support for upcoming events
7. Works closely with Programming Director to check and maintain radio show quality.
8. Establishes cooperative working relationships with KDUP staff members and strives for coordinated efforts.
9. Attends all weekly meetings.  Absences must be cleared in advance through the GM and Media Adviser.

**Music Director**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Screens and reviews new music submissions for DJ play.
3. With assistant music director, adds physical and digital play shelves every week.
4. Maintains contact with record label representatives about chart performance.
5. Tracks playshelf plays and reports top 30 to CMJ Radio 200 charts weekly.
6. Sends music updates and priority plays to all DJ’s. Responds to deejay and listener requests for specific music.
7. Establishes cooperative working relationships with KDUP staff members and strives for coordinated efforts.
8. Attends all weekly meetings.  Absences must be cleared in advance through the GM and Media Adviser.

**Digital Music Assistant**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Assists the music director in choosing music, screening music, and cataloging music, including listening to new digital music and filtering albums on the digital play shelf.
3. Reviews incoming digital albums, updating regularly an online review archive for DJ reference.
4. Responds to DJ and listener requests for specific music.
5. Establishes cooperative working relationships with KDUP staff members and strives for coordinated efforts.
6. Attends all weekly meetings.  Absences must be cleared in advance through the GM and Media Adviser.

**Physical Music Assistant**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Assists the music director in choosing music, screening music, and cataloging physical music, including listening to new CDs and vinyl and filtering albums on the physical play shelf.
3. Reviews incoming physical music, updating regularly an online review archive for DJ reference.
4. Responds to DJ and listener requests for specific music.
5. Establishes cooperative working relationships with KDUP staff members and strives for coordinated efforts.
6. Attends all weekly meetings.  Absences must be cleared in advance through the GM and Media Adviser.

**Web Technician**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Ensures high-quality website operations; comes up with new ways to make the website and online stream presentable and representative of the station.
3. Works closely with Promotions Director and Event Coordinator to keep website content updated and current.
4. Oversees the use of forms for DJ applications, staff applications, volunteer sign-ups, and mailing list sign-ups.
5. Monitors social media activity.
6. Maintains a working relationship with UP's IT department.
7. Establishes cooperative working relationships with KDUP staff members and strives for coordinated efforts.
8. Attends all weekly meetings. Absences must be cleared in advance through the GM and Media Adviser.

**Event Coordinator**

1. Is responsible, along with the staff, for setting goals for the radio station.
2. Coordinates and oversees all KDUP events.
3. Reserves venues and equipment needed for events.
4. Acts as point of contact with bands and other talent coming to campus on behalf of KDUP to make sure their needs are being met.
5. Works with the Music Director to build relationships with bands and promoters.
6. Works with the Promotions Coordinator and Web Technician to make sure all KDUP events are being properly marketed on campus.
7. Establishes cooperative working relationships with KDUP staff members and strives for coordinated efforts.
8. Attends all weekly meetings. Absences must be cleared in advance through the GM and Media Adviser.