



Job Title: Music Director (MD)

Purpose:

- To maintain contact with national music agencies;
- To chart the KWVA top music played list weekly;
- To maintain and add to the KWVA music library;
- 4th on-call, alternating months with Production Director and News Director

Principle Functions/Requirements:

I. Administrative Duties:

- a. Recruit, train and coordinate staff of format directors, music reviewers and music associates;
- b. Maintain and continually update musical library through the procurement of musical materials from music labels, promotion companies, and other sources;
- c. Organize and carry out music purchases on trade accounts after consultation with format directors and the General Manager;
- d. Maintain effective security measures against loss of musical materials;
- e. Establish and maintain productive and professional relationships with music labels;
- f. Coordinate with the marketing department on the maintenance of trade agreements with local music stores, Ex. CD credit in exchange for underwriting;
- g. Hold monthly format director meetings;
- h. Attend weekly staff meetings.

II. Clerical Duties:

- a. Maintain and organize an up-to-date inventory of the entire musical library, including all genres;
- b. Keep entire musical library color coded by genre and up to current station standards;
- c. Coordinate with the marketing department to maintain up-to-date and accurate accounting of all trade agreements with local music stores;
- d. Make weekly reports to CMJ and all other industry trade magazines and journals to which the station reports;
- e. Post weekly charts for all in KWVA to view;
- f. Identify all unacceptable tracks on CDs as per FCC regulations;
- g. Submit quarterly department reports to the Programming Director.

Compensation/Selection Procedure:

\$100 month for 6 or 12 months

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms, in order to receive a stipend of \$100/month. The position begins July 1st and runs through December 31st or June 30th of the following year. Training will begin by May 1st and individual holding the position will be required to provide training to the incoming staff member. Position requires approximately 15 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA Programming Director

KWVA: P.O. Box 3157 - University of Oregon - Eugene, Oregon - 97403
UPS/FedEx to: Suite M-112 - EMU - University of Oregon - Eugene, Oregon - 97403
(541) 346-4091 Business (541) 346-0648 Fax (541) 346-0645 Request Line