

Program Directors (usually two of them)

The Program Directors are the 'Masters of Scheduling and Shows' at WIQH. They are the managers of the station's on-air staff. The Program Directors schedule all DJs, including the permanent show schedule and substitute DJs. The Program Directors also schedule special show requests, review shows and help DJs improve show quality.

Some specific things you'll be doing:

- at the start of each year--and usually just before 2nd semester starts--collecting DJ show requests and working out a permanent show schedule for the semester
- finding substitutes to cover DJs who will be unable to cover their regular shows
- adjusting the station policy about finding substitute DJs until we get it right
- covering for a DJ who notifies you, at the last minute, that (s)he can't do his/her show in an hour!
- scheduling automated shows on weekends and other times as needed
- developing ways to make station sound consistently better
- making decisions about what special programs the station should broadcast
- helping to decide what special events the station should cover...and how
- helping to schedule Parent/Teacher Broadcast Week
- maintaining all copies of the station's broadcast schedule (weekly show schedules, master schedule posted on wall, etc.)
- developing ways to get more people on the air
- developing new types of shows
- preparing Show Logs and Donor Announcements for several weeks of the year
- attending regular managers meetings



Personal qualities you will need:

- willing and able to devote *10 - 15 hours per week* to the station every week, much of it spent tracking down DJs
- very comfortable spending time on the phone contacting DJs
- willing and able to be contacted at **any time, any day** of the week
- good at both detailed work and 'big-picture' view
- very well organized
- highly reliable and responsible
- willing and able to act as a substitute DJ in an emergency – *which can happen frequently!*
- fair and able to avoid favoritism when scheduling DJs for shows
- should be able to work very well with the other Program Director and the General Manager

The Program Directors must be willing to work closely together. **They must be available to handle last minute show scheduling changes at virtually any time of the day, any day of the week.** Much of their work can be done from outside the radio station but they do need to regularly spend time at the station (no less frequently than once every couple days). The Program Directors can have a huge impact on how the station sounds.

There has been only one Program Director this year, Rachael Walton, '18, so speak with her – or with Ned Roos – if you have questions about this job.