

# **Program Director**

All Applicants must be UM students through the 2023 school year, and must be taking at least 6 credits each semester to maintain employment. All staff members at KBGA must live in Missoula throughout the year.

The Program Director is responsible for maintaining programming and ensuring KBGA broadcasts 24/7. The PD is notified by DJs with emergencies who are unable to do their show. They are always on-call and must be able to jump in the studio at a moment's notice.

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## **Some duties include:**

- Keeping up with the programming schedule and filling any and all vacancies
- Coordinating trainings for new DJs, and making sure that they are on-air ready and FCC compliant
- Being the first notified in cases of broadcast emergency, either with personnel or equipment failure
- Providing emergency coverage of radio shows at the last minute in conjunction with other staff
- Planning monthly DJ Socials, which provide DJs the opportunity to interact with each other and be in touch with KBGA staff

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Programming is handled largely by over 200 volunteer DJs, all with unique tastes and shows. Therefore, a PD should plan for and be able to do multiple formats of radio shows, so that the perspectives they seek and the quality of the programming they provide is varied.

Aside from working closely with the General Manager to maintain volunteer opportunities for DJs to get involved on-air or with the station, the PD also works with the Outreach Coordinator to ensure mentions are played on schedule, and the General Manager in assisting with station operations.

The Program Director is expected to attend all weekly staff meetings. They are ultimately answerable to the General Manager, but maintain ample autonomy and are given freedom to achieve personal and professional goals.

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## **A Qualified Program Director Would:**

- + Be trained as a DJ in FCC and KBGA guidelines
- + Have an open and flexible class and personal schedule
- + Jump at the opportunity to be on the air
- + Have reliable and consistent transportation

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**NOTE:** The KBGA staff is a close, open-minded group of music lovers who are passionate about what they do. We're always looking out for each other and happy to help pick up responsibilities. The team is expected to work together to generate original ideas for events, as well as keeping a positive working environment for all.

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# **Outreach Coordinator**

All Applicants must be UM students through the 2023 school year, and must be taking at least 6 credits each semester to maintain employment. All staff members at KBGA must live in Missoula throughout the year.

The Outreach Coordinator works with local promoters, media outlets, venues, and local businesses in order to promote awareness of and interest in KBGA. This involves contacting and communicating with these entities for sponsorship and other cross-promotional opportunities.

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## **Some duties include:**

- Establishing a promotional relationship with local events and organizations
- Organizing and overseeing KBGA events such as Birthday Bash and the Lovesick Ball
- Finding new ways to promote KBGA as a brand and increase listenership
- Connecting with important members of the local community and music scene
- Keeping track of our merchandise inventory and sales, as well as creating new merch.
- Exploring opportunities for KBGA to expand its public presence
- Recording PSAs and on-air mentions to be sent to the Program Director

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The Underwriting Coordinator is expected to attend all weekly staff meetings. They are ultimately answerable to the General Manager, but maintain ample autonomy and are given freedom to achieve personal and professional goals.

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## **A Qualified Outreach Coordinator Would:**

- + Be a determined and detail-oriented individual
- + Have a willingness to acquire a wide variety of professional skills
- + Possess strong interpersonal skills
- + Desire to become a part of a passionate and hardworking team
- + Work efficiently and adapt to a wide variety of tasks

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# Art Director

All applicants must be UM students through the 2024 school year and must be taking at least 6 credits to maintain employment. All staff members at KBGA must live in Missoula throughout the year.

The Art Director's overarching job is to curate and maintain KBGA College Radio's branding and style through creating engaging media and collaborating with local artists. This is achieved through new, fun merchandise, unique social media posts and physical posters. The Art Director should be excited about working with DJs to create graphics for shows and overseeing the decorating of KBGA events.

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## **Some duties include:**

- Creating refreshing art for our merchandise, posters, social media, and website
- Fostering relationships with local artists to collaborate on artwork for the station
- Communicating with local print shops and businesses to get our merch orders
- Overseeing all merch sales, mailing merch orders, communicating with customers
- Printing all posters and flyers, helping with miscellaneous printing needed by staff
- Overseeing and updating design and imagery on website, helping to keep the website up to date
- Curating decorations for KBGA events and buying necessary supplies
- Being the primary poster-distributor around campus and Missoula with the help of other staff members
- Being game to help out the staff

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The Art Director must be creative, collaborative, and adaptable. They do work on their own, finishing projects in a timely manner with little supervision and working with connected parties to ensure merchandise, posters, etc. are ready and picked up in time for staff use. They will also find new and innovative ways to have fun with KBGA's look and output.

The Art Director is expected to attend all weekly staff meetings and selected office hours. They are ultimately answerable to the General Manager, but maintain ample autonomy and are given freedom to achieve personal and professional goals. The Art Director will be trained on FCC guidelines and protocol and is expected to understand our role as a public radio station.

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## **A Qualified Art Director Would:**

- + Have experience in art or design, and a desire to learn new mediums
- + Be familiar with Illustrator and photoshop , or have a desire to learn
- + Understand Google Drive and online media hosting solutions
- + Know some best posting practices for social media
- + Possibly have some experience and willingness to turn out photography/videography
- + Be ready to manifest a creative vision for KBGA's digital footprint

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# **Productions Engineer**

All Applicants must be UM students through the 2023 school year, and must be taking at least 6 credits each semester to maintain employment. All staff members at KBGA must live in Missoula throughout the year.

The Productions Engineer's main goal is maintaining and improving the radio's audio quality and DJ experience within the KBGA studio. The Productions Engineer is also expected to set up audio equipment and oversee any non-catered live events.

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## **Some duties include:**

- Developing an understanding of KBGA's equipment and technology
- Regularly checking the functionality of our software
- Being on-call for technical difficulties and available for non-catered live events
- Helping the music director digitalize our physical music collection (ripping CDs, etc)
- Maintaining an acceptable level of organization/cleanliness in the office and studios

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The Productions Engineer is expected to attend all weekly staff meetings. They are ultimately answerable to the General Manager, but maintain ample autonomy and are given freedom to achieve personal and professional goals.

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## **A Qualified Productions Engineer Would:**

- + Have a basic understanding of a wide variety of audio equipment, including PA systems, sound boards, and recording equipment (audio interface, microphones, XLR cables, quarter-inch cables), **or be willing to learn**
- + Be adaptable and ready to take on seemingly random jobs for the good of the station
- + Have some social skills, in case the DJs get a bit feisty
- + Be a collaborative team player

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# **Music Director**

All Applicants must be UM students through the 2023 school year, and must be taking at least 6 credits each semester to maintain employment. All staff members at KBGA must live in Missoula throughout the year.

The Music Director's primary overarching job is maintaining a flow of new music on KBGA's programming. The ways this is done are going to constantly change depending on what DJs respond to, but **the current format is as follows:**

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- Sorting through and listening to the albums sent from promoters/labels
  - Maintaining relationships with local, regional and national music promoters.
  - Put albums not listened to on the black shelf in studio one for DJs to review.
  - Strip the discarded albums for jewel cases to be used for other adds
  - Labeling it for language content
  - Sustaining quality physical condition of the music library
  - Check the MD email daily for DJ reviews, which get added to the weekly adds email
  - Every Friday send out new adds email and every Monday Top 30 email.
  - Complete and submit top 30 charts to NACC by Tuesday of every week.
  - The MD should add at least five albums a week on their own, in addition to the adds of the DJs
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Outside of adding new music to the physical library the Music Director is to use the CD ripping machine on the MD desk to transfer the physical library to digital so it can be accessed from the studio computer. This should be done with all new adds as well as to the entire library at some point.

The MD needs to ensure that FCC regulations are followed not with just their own adds, but specifically with DJs adds with their knowledge of FCC laws not necessarily being as thorough. This means filtering through album lyrics and contacting promotion companies and record labels asking for radio edits of albums if they haven't already sent us one.

The Music Director is expected to attend all weekly staff meetings. They are ultimately answerable to the General Manager, but maintain ample autonomy and are given freedom to achieve personal and professional goals.

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## **A Qualified Music Director Would:**

- + Take in a wide and diverse selection of music on a frequent basis
  - + Know the KBGA DJ body and programming to ensure new music adds are pertinent and utilized
  - + Be organized and capable of using Excel and Mailchimp (P.S. they're really easy to use)
  - + Ensure any new local music gets added to the library and be familiar with music scenes in Montana
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# **Media Coordinator**

All Applicants must be UM students through the 2023 school year, and must be taking at least 6 credits each semester to maintain employment. All staff members at KBGA must live in Missoula throughout the year.

The Media Coordinator's primary overarching job is to build and maintain KBGA College Radio's online presence through consistent new and interesting content. This is achieved through event photography, interviews, and audio and video packages. The Media Coordinator should also be excited about producing audio stories and content to be played on air.

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## **Some duties include:**

- Arranging musician interviews, photo, and video opportunities to create content for the KBGA website
- Creating audio content focused on community issues and interviews to be played on air
- Researching, conducting and transcribing interviews with local, regional and national acts
- Covering relevant concerts and festivals via photography and writing
- Publicizing online media content on KBGA's social media platforms

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The Media Coordinator must be driven, disciplined and creative. They may work on their own, turning in articles, photography, or video projects in a timely manner with little supervision. They will also be finding new and innovative ways to create content through unconventional and ambitious means.

The Media Coordinator is responsible for ensuring media is available online, and must collaborate with the Program Director to air audio packages and interviews. The Media Coordinator also may act as a liaison between KBGA and the Journalism School to ensure that students are trained in FCC guidelines and best radio reporting practices for Daily News and other audio packages.

The Media Coordinator is expected to attend all weekly staff meetings. They are ultimately answerable to the General Manager, but maintain ample autonomy and are given freedom to achieve personal and professional goals.

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## **A Qualified Music Director Would:**

- + Be familiar with Final Cut Pro or Adobe Premiere, **or a desire to learn**
- + Have experience in photography, video, and/or print, and a desire to learn other mediums
- + Understand Google Drive and online media hosting solutions
- + Know best posting practices for social media such as Instagram, Facebook, and Twitter
- + Be ready to manifest a creative vision for KBGA's digital footprint

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