



**Associated Students of Western Washington University**  
AS KUGS-FM  
Music Director

**About the Position**

The AS KUGS Music Director is responsible for maintaining the rotation system for airplay of music on KUGS. The Music Director maintains contacts with record distribution companies. The Music Director works in coordination with the Specialty Music Coordinator to assure the quality and security of the KUGS Music Library.

**Position Classification**

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

**About the Department**

The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

**Terms of Position**

This is a four quarter position. This position begins the last day of finals week spring quarter and ends the last day of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. This position has 7 weeks of leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter.

**AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

**Preferred Qualifications**

- Knowledge of or willingness to learn the Federal Communications Commission (FCC) regulations pertaining to broadcasting.

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Interest in and understanding of diverse musical backgrounds and tastes.
- Basic knowledge of department and position specific responsibilities.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **AS KUGS-FM Responsibilities**

- Provide support to KUGS-FM by:
  - Maintaining a minimum 15 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On air shifts as assigned by the KUGS Program Director
  - Attending weekly KUGS-FM Staff Meetings.
  - Assisting Program Director with training of volunteers as needed.
  - Participating in the KUGS-FM Quarterly All Station Meetings.
  - Covering KUGS-FM operations during academic breaks.
  - Participating in a weekly meeting of the music selection committee (Program Director, Music Director, Specialty Music Coordinator, and General Manager).
  - Completing other duties as assigned.
  - Keep accurate track of work hours on office timesheets and submit them on time

### **Position Responsibilities**

- Develop and maintain the KUGS-FM Music Collection by:
  - Maintaining contact with record and distribution companies on a regular basis to solicit music for the station library.

- Being responsible for keeping current with the music business - commercially and non-commercially.
  - Coordinating the processing and previewing of new music.
  - Working in collaboration with the KUGS-FM Program Director to maintain the rotation system for airplay of music on KUGS-FM.
  - Maintaining communication with on-air volunteers, assisting them with developing a better knowledge of music and the library, and meeting with on-air volunteers as needed.
  - Working in coordination with the KUGS-FM Specialty Music Coordinator/Music Librarian to assure the quality and security of the KUGS-FM Music Library.
  - Filing weekly reports of Playlist charts.
  - Developing and distributing a regular playlist to record companies.
- Ensure the effective coordination of music activities at KUGS-FM by:
    - Organizing musicians, KUGS-FM Staff, on-air volunteers, and news readers for live in-studio performances and interviews.
    - Obtaining music and promotional items from record companies for giveaways to KUGS-FM listeners in coordination with the KUGS-FM Marketing and Development Director.

**Wage**

Starting hourly wage of \$12.80.

**Reportage**

This position reports directly to KUGS-FM Program Director.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer.  
Revised February 12, 2015 by motion ASB-15-W-9.