



Associated Students of Western Washington University

AS KUGS-FM

Specialty Music Coordinator/Music Librarian

About the Position

The AS KUGS Specialty Music Coordinator/Music Librarian acts as a liaison between KUGS-FM Specialty Show Programmers and record distribution companies to improve the KUGS-FM Music Library. The Specialty Music Coordinator/Music Librarian is also responsible for the security, preservation and maintenance of the sound recording collections housed in 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:
 - o 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,
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o 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,
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

AS KUGS-FM Responsibilities

- Provide support to KUGS-FM by:
 - o 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
 - o Attending weekly KUGS-FM Staff Meetings
 - o Assisting Program Director with training of volunteers as needed,
 - o Participating in the KUGS-FM Quarterly All Station Meetings,
 - o Covering KUGS-FM operations during academic breaks.
 - o Participating in a weekly meeting of the music selection committee (Program Director, Music Director, Specialty Music Coordinator,
 - o Completing other duties as assigned.
 - o Keep accurate track of work hours on office timesheets and submit them on time

Position Responsibilities

- Develop and maintain the KUGS-FM Specialty Music Collection and Library by:
 - o Acting as liaison between KUGS-FM Specialty Show Programmers and record distribution companies to improve the KUGS-FM Music Library.

- o Maintaining the KUGS-FM Music Library including, but not limited to, keeping the library in alphabetical order, marking all incoming albums with the KUGS-FM logo, timely updating library with new releases, preservation and maintenance of the sound recording collections housed in the library, publication of the music library catalog, and maintaining the security of the library,
 - o Working in coordination with the KUGS-FM Music Director to ensure that new specialty music is included in the daily rotation and informing the KUGS-FM Music Director and on-air volunteers of specialty music that crosses musical genres and tastes,
 - o Filing weekly reports of Playlist charts for various specialty genres not included in the KUGS-FM Music Director's Reports including, but not limited to, Hip Hop, Jazz, Blues, Latin Alternative, World, and RPM.
 - o Being responsible for the on-going development of the KUGS-FM Music Library in order to maintain consistent growth of music in all genres,
 - o Keeping current with the music business, with emphasis on the particular specialty program genres of any given quarter,
 - o Coordinating the processing and previewing of all new Specialty Show music,
 - o Maintaining regular communication with on-air volunteers and assisting them with developing a better understanding of the library system.
- Coordinating of Music Activities at KUGS by:
 - o Obtaining music and promotional items from record companies for giveaways to KUGS-FM Specialty Show 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-09.