

General Manager

The General Manager is the top student manager at the radio station. The G.M. oversees the day-to-day operation of the station and establishes and implements many of the long-term goals and policies of the WIQH. The General Manager needs to be around the radio station at least a little bit almost *EVERY* day to make sure that all shows are covered, all events are staffed, all other managers are doing their jobs and everything is running smoothly.

Things You'll HAVE To Do:

- Make sure—in advance—that all shows, events and special broadcasts for each day are good to go...and take whatever action is necessary to fix any problems
- know what special events are happening around school and town and get WIQH actively involved in the ones that are appropriate
- be available so when something goes wrong at WIQH, you can make it right
- plan and/conduct regular management meetings
- Schedule all managers to prepare show logs day
- prepare Show Logs and Donor Announcements yourself for several weeks of the year
- work with other station managers to keep all departments operating smoothly
- ensure that all managers meet deadlines
- coordinate station activities that involve multiple departments
- recruit staff members
- help to keep all staff members actively involved in the station's operation

- plan and conduct staff meetings as needed
- run the Member of the Month program—including making sure a member is chosen every month, that member's photo is posted, that member receives her/his award
- plan, schedule and oversee Parent/Teacher Broadcast Week
- fill in the gaps' and 'pick up the slack'

Optional Things You Can Choose To Do:

- plan coverage of special events
- develop ways to get more people on the air
- develop new types of shows
- represent the station at special events
- develop and plan major projects
- represent the station in meetings with school and town officials



Personal qualities you will need:

- radio station should be your primary extracurricular activity (including sports)
- willing and able to devote 10-15 hours per week to the station every week...and more sometimes
- knowledgeable about all aspects of the radio station's operation
- well organized
- Excellent ability to plan ahead
- good at both detailed work and 'big-picture' view
- Diplomatic and level-headed
- Highly reliable and responsible
- Willing and able to work with any and all students who belong to WIQH
- Creative
- Observant
- Professional attitude
- Good at working independently and getting things done on your own

Although the General Manager's job can be a lot of work, rewards include freedom to make significant decisions along with a real opportunity to chart the future of the station.

The Co-General Managers this year were Rachael and Nicole Walton, '18. Check with them or with Ned Roos for more info about this job.

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.

Things You'll HAVE To Do:

- at the start of each year--and usually just before 2nd semester starts--collect DJ show requests and work out a permanent show schedule for the semester
- find substitutes to cover DJs who will be unable to cover their regular shows
- check in at the station every day to confirm all shows are filled and any last-minute changes are taken care of
- maintain all copies of the station's broadcast schedule (weekly paper schedules, online schedule, master schedule, etc.)
- covering for a DJ who notifies you, at the last minute, that (s)he can't do his/her show in an hour!
- attend regular (probably weekly or bi-weekly) managers meetings
- notify DJs when schedule changes and special programming pre-empt their shows
- help to schedule special programming like Parent/Teacher Broadcast Week shows.
- Prepare Show Logs and Donor Announcements for several weeks of the year

Optional Things You Can Choose To Do:

- making decisions about what special programs the station should broadcast
- helping to decide what special events the station should cover...and how
- developing ways to make station sound consistently better
- developing ways to get more people on the air
- expand the station's broadcast hours
- developing new types of shows
- work with Production Director to create station promos, IDs, etc.
- adjusting the station policy about finding substitute DJs until we get it right



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, Kyle Bonenfant, '19, so speak with him – or with Ned Roos – if you have questions about this job.

Sports Director

One of WIQH's specialties is covering CCHS sports action. The Sports Director coordinates our coverage—live play by play and sports reporting after the fact. (S)he also helps create and coordinate regular sports talk shows and all other sports-related programming.

Things You'll HAVE To Do:

- prior to the start of each sports season, decide what games WIQH will broadcast
- recruit and select announcers and producers for each live sports broadcast
- make arrangements with opposing team coaches and schools to get rosters, away game broadcast permission and press box space
- help to train interested members to be sportscasters
- keep in constant communication with CCHS's Athletic Director about schedules and things
- prepare Show Logs and Donor Announcements for several weeks of the year
- attend regular managers meetings

Optional Things You Can Choose To Do:

- create regular sports updates on WIQH and train others to do the same
- work with coaches and players to set up interviews
- actually announce some games yourself (if desired)
- produce promos for WIQH sports broadcasts
- add new and different sports programming to WIQH's schedule
- supervise and critique sports broadcasts to help improve them



Personal qualities you will need:

- willing and able to devote 5 - 10 hours per week to the station every week, much of it actually AT the station
- very comfortable spending time on the phone contacting and scheduling sports announcers
- a solid knowledge of sports in general with a strong interest in a wide variety of sports
- very well organized
- good at getting things done ahead of time
- detail oriented
- enjoys creative writing and good at commenting on sporting events
- computer skills including MS Word, email

There's a fair amount of scheduling work (games, announcers, etc.) required of this job. There's also unlimited opportunity to be creative and add immensely to the quality of WIQH's sports programming.

The current Sports Director is Zhihan Xu, '20. You might want to talk to him – or Ned Roos – about this job if you want to apply for it.

News/PSA Director

A very important part of our duty as a radio station is to provide information and public service programming to our audience. The News/PSA Director helps the station do this by managing a crew of people who create public service announcements, do entertainment reports, do concert reports, interview local celebrities, report on school and town events and more.

Things You'll HAVE To Do:

- writing public service announcements (or re-writing announcements WIQH receives) in a form suitable for broadcast
- creating "88.3 Seconds of News" and other regular news updates on WIQH and training others to do the same
- recruiting other students to help with all News Department activities
- help to interested members to be news writers and announcers
- creating entertainment reports, concert reports and other "features" for broadcast

Optional Things You Can Choose To Do:

- coordinating, and likely hosting, coverage of Concord Town Meeting in the spring
- creating entertainment reports, concert reports and other "features" for broadcast
- developing and hosting talk shows and interview shows, if desired
- actually doing some news reporting yourself (if desired)
- 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 5 - 10 hours per week to the station every week
- high interest in politics, public issues, current events and government
- a strong interest in journalism, writing, reporting, interviewing
- willing and able to spend time recruiting other students to help with News Department activities
- well organized
- highly motivated
- enjoy research

This is a good job for a person interested in current events and government, as well as journalism and writing. There will likely be an opportunity to work on projects involving both the radio station *and* the local cable TV station. Some of the work in this position may be eligible for community service hours.

This year's News Director is Leanna Bomer, '20. For insights about this position, speak with her or with Ned Roos.

Publicity Director

Publicity is the key to getting new listeners and the Publicity Directors are the force behind promoting WIQH. Publicity includes on-air promotional announcements ("promos"), posters and signs, social media posts, daily bulletin announcements, contests, articles in newspapers, the WIQH website, special events, remote broadcasts, bumper stickers and other WIQH 'merch' that spreads the word about the station.

• Things You'll HAVE To Do:

- creating and implementing promotional 'campaigns' (coming up with clever ways to promote the station)
- keeping current social media posts online
- designing and rotating displays on the IQH bulletin board in the school
- recruiting and organizing other station members to help publicize the radio station
- overseeing the DJs to make sure they all create posters and recorded promos for their shows
- developing and executing special events to promote the radio station
- possibly creating WIQH bumper stickers or T-shirts or lanyards or Frisbees©, or...

• Optional Things You Can Choose To Do:

- helping to write press releases for the school and town newspapers
- helping to plan remote broadcasts that increase WIQH's visibility in the community
- working (probably with other departments) to improve and maintain the station's website
- 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 5 - 10 hours per week to the station every week
- creativity—thinking of new and unique ways to get people to remember (in a good way) WIQH
- an interest in drawing, computer graphics, graphic layout and design
- interest in recruiting other station members to help with publicity projects
- self-motivation...this is the kind of job where YOU will drive what gets done without someone telling you exactly what to do
- good organizational skills
- ability to meet deadlines
- solid knowledge of what's going on around school and around town (to help tie WIQH into events)
- a detailed knowledge of *all* events coming up at the radio station
- familiar with current entertainment/music/movie trends (again, to help tie into WIQH promotions)
- knowledge of computer graphics software (MS Publisher, Photoshop, Illustrator, etc.) is very helpful

The Publicity Directors' job is very flexible, though there will be many times when you'll need to adjust your schedule to fit the station's plans. There are unlimited possibilities for publicity projects so the job is really what you make it. You'll need to constantly be on top of what's coming up at the station so you know what things need to be promoted. There's no 'off season' for this job; it should be consistently busy all year.

The Publicity Directors this year have been Rebecca Pasley, '19, and Jack Welch, '19. For additional insights about this position, talk with them – or with Ned Roos.

Training Director

The Training Directors are in charge of training any station member who wants to become a DJ. They may also work on retraining and advanced training for current DJs. They will teach current DJs to train new DJs. They will schedule trainers. They will schedule trainees to be trained.

- **Things You'll HAVE To Do:**

- spending a lot of time contacting students who want to be trained and scheduling them into training times
- contacting current DJs and recruiting them to be trainers
- spending some of your free blocks training new DJs
- training current DJs to train other people
- keeping track of all trainees and trainers to make sure they're all showing up when they're supposed to

- **Optional Things You Can Choose To Do:**

- revising and improving WIQH's DJ training program, if desired
- developing and implementing an advanced DJ training program, if desired
- 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 5 - 10 hours per week to the station every week
- very comfortable spending time on the phone contacting and scheduling trainees and their trainers
- must already be a trained WIQH DJ
- an interest in teaching and passing on your DJing expertise to eager new station members
- able to spend time working on this job both at the station AND at home (evenings...scheduling)
- thorough...good at completing tasks and covering all bases
- very well organized
- picky, with a strong desire to "do things correctly"
- patient...must be able to work with virtually anyone who wants to be trained
- ability to be flexible when training; can use different approaches to teach students

The bulk of this job is scheduling people. You will also be expected to do some training yourself (a couple blocks a week, usually). Assuming you're efficient and organized, though, you'll have plenty of time to also be creative and help improve WIQH's training methods. This is an incredibly important job since a continuing supply of trained DJs is essential to the station's survival.

Lucy Manlick, '18, is the current Training Director. For additional information about this position, please check with her – or with Ned Roos.

Music Director

The Music Director coordinates and maintains the station's music collection. Much of the job is managing what music is available in WIQH's computer system. The Music Director also establishes a department of people with varied musical interests and then works with that department to build the station's collection, to make new music available to the station's airstaff, and to expand the station's computer-stored music

- **Things You'll HAVE To Do:**

- recording music into the station's computer system
- recruiting and training other station members to record music into the computer
- gathering input from WIQH DJs about what new music they want available to play, then working to get that music
- working with Publicity Directors and Tech/Special Broadcasts Directors to bring live music performances to the station. This includes helping with iqhFEST and similar events
- keeping our DJs updated about what new music has been added to the computer
- diversifying the station's music collection...for example, adding more reggae, classical, showtunes, country, classic rock, etc.
- keeping the station's computerized music collection organized and fixing recordings that are damaged or poor quality
- keeping track of the most-played songs on the station and providing that information to DJs
- preparing Show Logs and Donor Announcements for several weeks of the year
- attending regular managers meetings

- **Optional Things You Can Choose To Do:**



Personal qualities you will need:

- willing and able to devote about 5 hours per week to the station most weeks
- willing and able to recruit other station members to help with Music Department work
- solid working knowledge of a wide variety of music, with particular emphasis on new and emerging artists
- great attention to detail (putting music into the computer requires care and accuracy)
- acceptance of all music types
- some knowledge of local bands and willingness to approach them for demo CDs

The Music Director, along with assistants that he/she selects, must be able to provide for all musical tastes represented at the station. Because our staff has strong opinions when it comes to music, the ideal candidate will also be able to take the heat diplomatically when music in the station's collection doesn't always meet with everyone's approval. This is a very flexible job but it also has a huge impact on how the station sounds.

The current Music Director is Chloe Koval, '18. Talk with her – or with Ned Roos for more details about the job.

Technical Director

The Technical Director manages the repairs and modifications of WIQH's broadcast equipment and studios. (S)he is also the expert on operating all the equipment. The Technical Director is additionally responsible for the technical planning and operation of live event broadcasts, along with certain non-broadcast events like iqhFEST, Battle of the Bands, etc.

- **Things You'll HAVE To Do:**

- training other interested station members in the operation of WIQH's equipment, particularly the electronics used for remote broadcasts, concerts and field recording
- handling technical planning and operations for WIQH live band performances, Battle of the Bands, special shows with complex technical requirements
- designing, planning and then actually making improvements to the station's studios
- assisting in specifying and purchasing new equipment for the station

- **Optional Things You Can Choose To Do:**

- maintaining all of the station's electronic equipment
- assisting the Sports Director in finding studio and field producers for live sports broadcasts
- assisting other school organizations with technical logistics for their events (lighting, sound and multimedia support for dances, concerts, performances, etc.)
- 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 5 - 10 hours per week to the station most weeks
- flexible schedule essential since tech work is often required evenings and weekends
- electronic experience not required but interest in electronics and technical things is essential
- knowledge of PC-based computers is very helpful
- interest in training other interested station members to operate and maintain equipment
- always looking for ways to improve things

- well organized, thorough
- good at planning
- detail oriented, meticulous
- willing and able to spend time on the phone recruiting Tech Department members to assist with events
- good at directing a small group of people in event production

This job may be very easy at times and then will get very busy at other times when we're doing big projects. Sometimes there will be little more than routine equipment maintenance to be done, at other times long hours of preparation for major events. These managers usually end up working not solely for WIQH, but also with other groups around school, assisting with special event production.

The current Technical Directors are Parth Shah, '18, and Martin Price, '19. You should talk with them, and/or Ned Roos for more information about this job.

Production Director

In a radio station, "production" is the pre-recorded stuff that goes on the air...things like recorded announcements that advertise the station ("promos"), sound effects, sound bites from movies and TV shows, show introductions ("intros"), public service announcements and things. The WIQH Production Director is responsible for coordinating the creation of all these announcements.

- **Things You'll HAVE To Do:**

- taking written details about an event and creating a recorded announcement for that event that will grab people's attention
- creating drop-ins, promotional announcements, sound effects and other things that our DJs will use on the air to "spice up" their shows
- training interested station members to use WIQH's audio editing software and production facilities
- listening to professional radio stations and borrowing ideas from their production to make WIQH sound better
- recording clips from movies and TV shows and adding them to WIQH's computer system for DJs to play during their shows

- **Optional Things You Can Choose To Do:**

- helping the station's DJs make recorded promos for their shows
- creating themes, introductions and other "production elements" for sports broadcasts, remote broadcasts, Battle of the Bands and other events
- possibly helping members of other school organizations do musical production for their events
- 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 5 -10 hours per week to the station every week, much of it AT the station
- creativity...should be the kind of person who's always experimenting with mixing sounds together, tinkering with computer audio editing and generally "playing" with sound
- strong interest in creating fun (and often funny) audio announcements
- self-motivated, likely to sit in a studio for long periods of time playing around with sound
- a gut feeling for what "sounds good"
- some creative writing ability and interest very helpful
- able to be told "we need to make an announcement that promotes this event" and quickly put something together
- knowledgeable (or at least anxious to learn) about the operation of CoolEdit audio editing software
- willing and able to teach other station members how to create their own spectacular audio production

The Production Director's got to be really creative, must have a talent for making announcements that people want to listen to, has to enjoy computer audio editing and should LOVE to play around with sound. At the same time, (s)he's got to be able to create good audio production on short notice when required.

Caleb Cramer, '19, has been our Production Director this year. For more information about this position, talk with him or Ned Roos.

Website/Webcast Director

WIQH's website provides lots of information about the station. It needs to be updated regularly as show schedules change and events come along. A complete redesign of the site is always possible, too. In addition, as the station begins webcasting, there's a need for a person to make sure audio streaming is working properly. The WIQH Website/Webcast Director is responsible for all or this.

- **Things You'll HAVE To Do:**

- making sure the broadcast schedules, events listings and other time-sensitive material on the website is updated multiple times every week (more often when applicable...sometimes every few hours)
- adding new pages and features to the site to make it interesting and attractive
- completely redesigning the site if desired, again to keep it interesting and useful
- troubleshooting problems with the site when they occur
- working to keep the site compatible with as many different browsers and platforms as possible
- recruiting and encouraging other students to get involved with the station's website maintenance and design
- preparing Show Logs and Donor Announcements for several weeks of the year
- attending regular managers meetings

- **Optional Things You Can Choose To Do:**



Personal qualities you will need:

- willing and able to devote 3 - 5 hours per week to the station every week
- creativity...should be the kind of person who likes playing around with graphic design, cool website layout and coding new features
- self-motivated, will come in, sit down and get to work without someone asking you to
- good at delegating; getting people to help rather than doing all the work by oneself
- detail-oriented and committed to quality
- knowledgeable about website design software (the site is currently maintained using Dreamweaver but that could be changed)
- able to be told "we need to add this to the website right away" and quickly put something together
- willing and able to train other station members how to maintain the WIQH website

The Website/Webcast Director's got to be both really good at the technical side of website development *and* at the creative aspects, too. The day-to-day parts of the job require patience and willingness to update site content. Over the course of the whole year, the creative parts involve designing cool site layouts, adding new pages, coming up with eye-catching and clear ways to display information on the site.

This year, Katie Murphy, '18, has been Website Director. Contact Katie or Ned Roos for additional information about the job.

Automation Director

The Automation Director will be in charge of, you guess it, automation. You will be in charge of coordinating automated programming at the station. You will be making sure shows are being recorded in a timely way, that DJs are recording their shows properly, that individual shows are compiled into the full-day logs. You will also have the chance to invent ways to make automated shows sound better, and to find more efficient ways of creating pre-recorded programs.

- **Things You'll HAVE To Do:**

- Doing automated shows
- Organizing the schedule for automation
- Training DJs on how to do automation
- Checking and putting together automated shows for the weekends
- Finding more DJs to do automation

- **Optional Things You Can Choose To**

- Do:** Preparing Show Logs and Donor Announcements for several weeks of the year
- Work on expanding the automation broadcast hours to either longer weekend coverage or earlier or later during the week.
- Attending regular managers meetings



Personal qualities you will need:

- Willing and able to devote 10 - 15 hours per week to the station every week
- Very comfortable spending time in the studio using Simian to make and put together shows and strings of shows.
- Willing and able to train new DJs on how to use the software and equipment.
- Extremely good at very detailed and precise work
- Will spend most of their hours at work, at the station, in Studio 2 or on the Music Computer

The sky is the limit with this job. We are only on the air live for 35 hours of the week. That leaves 135 hours for either dead air, or some automation. Currently we air 14 hours of automation, all on weekends. As Automation Director you would hopefully make sure those 14 hours are filled and hopefully expand automation. This job is very detail-oriented and requires a lot of work in studio and organizing shows.

Since no one applied for the job for this year, Ned Roos filled in. Talk with him if you'd like more information.