

Automation Director

The Automation Director is in charge of WIQH's programming that is played back entirely from computer, without live DJs. (S)he coordinates programming produced by the station's music scheduling software as well as programming that's pre-recorded by WIQH DJs. This includes making sure that DJs are recording their shows properly and on time, that individual pre-recorded shows are compiled into the full-day logs, and that fully automated programming is created and set up to air. 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:

- Every week, combine individual pre-recorded hours into the complete show log for our automated periods
- Train DJs to create automated shows
- Use music scheduling software to create shows with no DJs
- Review pre-recorded shows to make sure they're being recorded properly
- Work with the Program Director(s) to find – or be – a substitute for DJs who occasionally can't pre-record their shows
- Prepare Show Logs for several weeks of the year
- Attend regular managers meetings

Optional Things You Can Choose To Do:

- Create training guides and videos to help DJs learn how to create pre-recorded shows
- Continue expand our automated broadcast hours
- Add additional automated hours to complement our live shows on weekdays (e.g. pre-recorded shows during school hours, automated hours after 10PM, etc.)
- In conjunction with the Program Director(s), Production Director and Music Director, develop new procedures and/or features to make our automated hours sound better



Personal qualities you will need:

- Willing and able to devote 5 - 10 hours per week to the station every week
- Very comfortable learning and then using our show pre-recording software 'Simian', and our music scheduling software 'Natural Music', to create/assemble radio shows
- Willing and able to train new DJs on how to use the software and equipment.
- Extremely good at very detailed and precise work
- Comfortable spending most of your WIQH hours at the station, in front of a computer

Pre-recorded weekend shows, created by DJs using 'Simian' software have been a regular thing at WIQH for years. However, we were just getting comfortable using 'Natural Music' software to produce hours of programming with no DJs when the current Coronavirus school closure hit.

The shutdown has forced us to quickly start using Natural Music for virtually all our programming as WIQH stays on the air even though school is not really in session. In fact, during the closure, the station has been on the air for more hours, and more consistent hours, every day. As Automation Director you will be the key player in keeping our expanded broadcast hours going, and likely expanding them even more. And you'll help make our broadcasts sound even better.

The we don't officially have an Automation Director this year, Lucas Wilbur, '20, held the position last year and has been filling in. For additional information about this position, please check with him – or with Jonathan Northridge, our resident Natural Music expert.