

# Program Director

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 2<sup>nd</sup> 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.)
- Cover for a DJ who notifies you, at the last minute, that (s)he can't do his/her show in an hour!
- Attend regular managers meetings
- Notify DJs when schedule changes and special programming pre-empt their shows
- Work closely with the Automation Director to help manage our DJs who pre-record shows
- Help to schedule special programming like Parent/Teacher Broadcast Week shows
- Prepare Show Logs for several weeks of the year

## Optional Things You Can Choose To Do:

- Make decisions about what special programs the station should broadcast
- Help to decide what special events the station should cover...and how
- Develop ways to make station sound consistently better
- Develop ways to get more people on the air
- Expand the station's broadcast hours
- Develop new types of shows
- Work with Production Director to create station promos, IDs, etc.



## 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 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.

The Program Director this year are Lucas Wilbur, '20, and Brian Wirth, '21, so speak with them – or with Ned Roos or Jonathan Northridge – if you have questions about this job.