

Program Director

Reports to: Station Manager

Serves as the head of the Programming Department, being responsible for implementing and scheduling any and all on-air content to include, but not limited to, music format, production elements and on-air talent. KTSW's Program Director must remain aware of all programming content and ensure FCC and KTSW policies and procedures are implemented and followed; while managing a volunteer staff.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for implementing and scheduling any and all on-air content to include, but not limited to, music format, production elements, and on-air talent
- Must remain aware of all programming content and ensure FCC and KTSW policies and procedures are implemented and followed
- Responsible for monitoring audio signals to detect sound-quality deviations or malfunctions as well as anticipating and correcting any problems
- Critiques on-air performances
- Submits production orders as needed and approves all production elements, submits all traffic orders for scheduling
- Manages and trains a volunteer staff
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

E = Executive Staff Member (paid by stipend or commission)

S = Supervisory Role

C = Content Management

O = On Air (live)

P = Production

Office & Traffic Manager

Reports to: Station Manager

Responsible for processing, scheduling and ensuring accuracy for all traffic orders in a timely manner and schedules daily traffic logs in Natural Log 8. KTSW's Office & Traffic Manager provides customer service to our guests, performs general office duties, maintains and coordinates all tasks related to staff meetings; while overseeing our work studies.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for processing, scheduling and ensuring accuracy for all traffic orders in a timely manner and schedules daily traffic logs in Natural Log 8
- Ensures organization of community office areas and office supplies closet
- Provides customer service, greets and directs guests
- Performs general office duties such as filing, answering phones, and mail distribution
- Maintains meeting agendas, coordinates all tasks related to all-staff meetings, such as setting up a photographer for staff photos, staff sign in sheets, etc.
- Submits weekly food orders for meetings and events, maintains office supply order needs and submits order requests
- Oversees and trains work studies
- Flexible Schedule, must be in office at least once per weekday to complete daily logs
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

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Production Director

Reports to: Program Director

Serves as head of the Production Department, being responsible for the implementation of KTSW production policies and procedures. KTSW's Production Director ensures the effective workflow of all production assignments, script development, creativity and information accuracy; while managing a volunteer staff.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Serves as head of the Production Department and is responsible for the implementation of KTSW production policies and procedures
- Ensures the effective workflow of all production assignments from beginning to end, including, but not limited to, script development, creativity, and informational accuracy while ensuring the production needs of all departments are met
- Manages use of the production studio
- Manages and trains a volunteer staff
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

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Music Director

Reports to: Program Director

Serves as the head of the Music Department, being responsible for the implementation of the KTSW music policies and procedures. KTSW's Music Director oversees and approves all music submissions for on-air consideration; while managing a volunteer staff.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Serves as the head of the Music Department, responsible for the implementation of the KTSW music policies and procedures
- Oversees and approves all music submissions for on-air consideration
- Manages and trains a volunteer staff
- Weekly CMJ Chart reporting
- Creates daily air-play logs, inputs music into automation system
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

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Promotions Director

Reports to: Station Manager

Serves as the head of the Promotions Department, being responsible for the implementation of the KTSW promotions policies and procedures. KTSW's Promotions Director is responsible for all aspects of promoting the station through planning events and booking bands; while managing a volunteer staff.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Serves as the head of the Promotions Department and is responsible for the implementation of the KTSW promotions policies and procedures
- Responsible for all aspects of promoting KTSW including planning events, booking bands, sponsorship development, and helps oversee KTSW's MR Fest website and social media outlets
- Responsible for the development and implementation of KTSW's annual music festival, MR Fest
- Maintains inventory and order requests for promotional materials, ensures organization of promotional closet
- Manages and trains a volunteer staff
- Flexible Schedule
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

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Sports Director

Reports to: Program Director

Serves as head of the Sports Department and works closely with the Program Director and the Texas State Athletic Department to schedule games for broadcast on KTSW. KTSW's Sports Director is responsible for all aspects of sports coverage both on-air and online, and the development and implementation of a the live on-air sports talk show, Bobcat Radio; while managing a volunteer staff.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Serves as head of the Sports Department and works closely with the Program Director and the Texas State Athletic Department to schedule games for broadcast on KTSW
- Responsible for all aspects of KTSW sports coverage both on-air and online, including scheduling interviews, maintaining remote broadcasting equipment, assigns announcers and board operators for each broadcast, etc.
- Responsible for the development and implementation of a three-day per week, one-hour live on-air sports talk show covering Texas State University, local and national sports entertainment, information and news
- Knowledge of sports is a must; knowledge of Bobcat Athletics and Southland sports is a must
- Ensures daily online content is posted on website, blog, and all social media outlets
- Ensures Other Side Drive content is completed, accurate and completed in a timely manner
- Manages and trains a volunteer staff
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

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C = Content Management

O = On Air (live)

P = Production

News Director

Reports to: Program Director

Serves as the head of the News Department, being responsible for the implementation of the KTSW News policies and procedures. KTSW's News Director is responsible for the development and implementation of the prerecorded In the Public Interest show and daily news content both on-air and online; while managing a volunteer staff.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Serves as head of the News Department and is responsible for the implementation of the KTSW News policies and procedures
- Responsible for the development and implementation of the prerecorded In the Public Interest (IPI) show, and daily news content
- Manages and trains a volunteer staff
- Flexible Schedule, must be on-call at certain times in order to cover the latest news within the campus and community
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

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O = On Air (live)

P = Production

Other Side Drive Executive Producer

Reports to: Program Director

Serves as the head of coordinating efforts with a cross-departmental team to develop and create Other Side Drive, being responsible for the implementation of KTSW's Program Department policies and procedures. KTSW's Other Side Drive Executive Producer is responsible for the development, implementation and staffing of the five-day/week, two hour on-air variety specialty show, while managing a volunteer staff.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for the development and implementation and staffing of a 5 day/week, two-hour on-air variety specialty show designed to add diversity to KTSW programming while remaining compatible with KTSW format
- Head of coordinating efforts with a cross-departmental team to develop and create Other Side Drive
- Responsible for setting up / conducting live or pre-recorded interviews or in-studio performances
- Development and assigning of Other Side Drive Segments
- Coordinating online content submissions
- Responsible for monitoring audio signals to detect sound-quality deviations or malfunctions as well as anticipating and correcting any problems
- Manages and trains a volunteer staff
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience, Must have a minimum of one semester of on-air experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

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S = Supervisory Role

C = Content Management

O = On Air (live)

P = Production

Graphic Designer

Reports to: Station Manager

Serves as the head of KTSW's graphics, being responsible for creating, including but not limited to, show posters, business documents, Specialty Show graphics, t-shirts, stickers, web graphics. KTSW's Graphic Designer ensure assigned projects are completed creatively, accurately and in a timely manner.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for the creation of KTSW graphics as assigned, including show posters, business documents, Specialty Show graphics, three newspaper ads per week, t-shirts, stickers, web graphics etc.
- Ensures assigned projects are completed creatively, accurately, and in a timely manner
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Experience with Adobe CS required, including InDesign, Photoshop and Illustrator (CS6 preferred)
- Applicants must submit links to previous work or a design portfolio, which will be returned upon request
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

E = Executive Staff Member (paid by stipend or commission)

S = Supervisory Role

Webmaster

Reports to: Station Manager

Serves as the head of our online presence. KTSW's Webmaster is responsible for having an understanding of the Internet and website hosting, while staying up to date with HTML, Javascript, and CSS; while working with other departments to keep the website's content updated and clean.

Position Requirements:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for all aspects of KTSW's online presence
- Leads a team of departmental content managers, ensuring accuracy and consistency in writing, editing and proofreading site content, publishes content using GATO, a web content management system
- Understanding of the Internet and website hosting
- Experience with HTML, Javascript, and CSS
- Knowledge of WordPress
- Manages and trains a volunteer staff
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Applicants must submit links to previous work or a web portfolio
- Ability to listen, write, and speak effectively
- Ability to work with a graphic designer
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

E = Executive Staff Member (paid by stipend or commission)

S = Supervisory Role

C = Content Management

Web Content Manager

Reports to: Station Manager

Serves as the head of our WordPress blog, being responsible for the implementation of KTSW Web Content policies and procedures. KTSW's Web Content Manager is responsible for overseeing KTSW's WordPress blog and assisting the Webmaster in updating and maintaining the website; while managing a volunteer staff.

Position Requirements:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for overseeing KTSW Wordpress blog, ensures daily content and coordination from all Web Editors
- Develops and assigns blogging, podcasting, and website tasks to all Web Editors and ensures timeliness, consistency, and accuracy for the overall marketing approach on the KTSW Wordpress blog
- Manages and trains a volunteer staff
- Works closely with Social Media Director and Webmaster
- Flexible Schedule
- Previous KTSW experience preferred
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Ability to proofread written copy
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

E = Executive Staff Member (paid by stipend or commission)

S = Supervisory Role

B = Blogger

C = Content Management

Social Media Administrator

Reports to: Station Manager

Serves as the head of our social media presence, being responsible for the implementation of KTSW Social Media policies and procedures. KTSW's Social Media Administrator is responsible for overseeing KTSW Facebook, Twitter, Instagram and Snapchat by developing and assigning posting schedules, consistency and accuracy for the overall KTSW marketing approach; while managing a volunteer staff.

Position Requirements:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for overseeing KTSW Facebook, Twitter, and Instagram, ensures daily content and coordination from all Social Media Content Contributors
- Develops and assigns posting schedules to all Social Media Content Contributors and ensures timeliness, consistency, and accuracy for the overall marketing approach on the KTSW Facebook, Twitter, Instagram and Snapchat
- Manages and trains a volunteer staff
- Works closely with Web Content Manager, Webmaster and all other departments
- Flexible Schedule
- Previous KTSW experience preferred
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Ability to proofread written copy
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

E = Executive Staff Member (paid by stipend or commission)

S = Supervisory Role

M = Social Media

C = Content Management

Sales Manager

Reports to: Station Manager

Serves as the head of KTSW's Sales Department, being responsible for the implementation of the KTSW Sales Department policies and procedures. KTSW's Sales Manager is responsible for the development and implementation of all KTSW sponsorship development through coordinating efforts with a cross-departmental team to develop, create and maintain appropriate sponsorship packages for business and the station; while managing a volunteer staff.

Position Requirements & Duties:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Serves as the head of the Sales Department and is responsible for the implementation of the KTSW sales policies and procedures
- Responsible for the development and implementation of all KTSW sponsorship development through coordinating efforts with a cross-departmental team to develop and create appropriate sponsorship packages
- Responsible for all aspects of selling KTSW including underwriting spots, social media, live remote broadcasts, stickers, etc.
- Responsible for setting up / conducting meetings with business to sponsor KTSW
- Oversees that sponsors are fulfilled with their donation
- Maintains relationships with sponsorships to continue long-lasting sponsorships
- Manages and trains a volunteer staff
- Flexible schedule
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

E = Executive Staff Member (paid by stipend or commission)

S = Supervisory Role

C = Content Management

Multimedia Director

Reports to: Station Manager

Serves as the head of KTSW's Multimedia Department, being responsible for creating, including but not limited to, promotional videos, news and sports stories, and all video and photo content for the station. KTSW's Multimedia Director ensure assigned projects are completed creatively, accurately and in a timely manner; while working with a volunteer staff.

Position Requirements:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for the creation of all KTSW multimedia, including video, photos and illustrations
- Responsible for overseeing all visual content, ensuring format is appropriate
- Maintains KTSW's Youtube account
- Responsible for cataloging all content
- Ensures assigned projects are completed creatively, accurately, and in a timely manner
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Experience with Adobe CS required (CS6 preferred)
- Experience with other video editing software
- Applicants must submit links to previous work or a digital portfolio, which will be returned upon request
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

E = Executive Staff Member (paid by stipend or commission)

S = Supervisory Role

C = Content Management

P = Production

Community Relations Director

Reports to: Station Manager

Serves as the head of the Community Relations Department, being responsible for the implementation of the KTSW community relations strategy. KTSW's Community Relations Director is responsible for all aspects of promoting the station through planning community service events, interacting with community and university organizations and developing new community relations strategies; while managing a volunteer staff.

Position Requirements:

- Minimum cumulative & Texas State GPA of 2.25 when applying. Must maintain 2.25 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Responsible for all KTSW press releases, fundraising efforts and community involvement
- Ensures relationships between colleges, organizations, community groups and the audience are maintained
- Responsible for cataloging all public affairs
- Reaches out to constituents to find content for Public Service Announcements and live copies
- Ensures assigned projects are completed creatively, accurately, and in a timely manner
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Experience with Adobe CS required (CS6 preferred)
- Applicants must submit links to public relations previous work
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

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C = Content Management