2010-2011 Student Government
Executive Branch Available Positions
Bulls Radio

**Director of Bulls Radio**

*Position summary*
The Station Manager is the Director of the Bulls Radio Agency. It is the top level of the agency structure and is responsible for overseeing daily operations of the agency.

*Job Duties*
- Oversee daily operations at Bulls Radio with final say on major decisions.
- Represent Bulls Radio at Student Government/University functions.
- Pursue the advancement of Bulls Radio in terms of service to the students & the USF community.
- Hiring/firing of all Bulls Radio staff.
- Assist staff as needed in training and completing their daily duties.

*Qualifications*
Strong motivational, organizational, and presentation skills. Has strong knowledge of at least a portion of all of Bulls Radio’s operations. Able to devote 30 hours a week to Bulls Radio during the semester. Available to work during the summer.

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**Business Director**

*Position summary*
The Business Director is an Assistant Director of the Bulls Radio Agency. It is part of the second level of the agency structure and is responsible for overseeing the business operations of the agency.

*Job Duties*
- Act as Bulls Radio’s financial officer and oversee all activity relating to Bulls Radio’s A&S, Auxiliary, and Foundation accounts.
- In conjunction with the rest of Bulls Radio’s staff, create a budget plan for each fiscal year.
- Ensure that all time sheets are signed, corrected, justified and turned in on time each pay period.
- Oversee Bulls Radio’s remote DJ business and rehearsal space/recording facility bookings.
- Oversee Bulls Radio’s major events, including football/basketball tailgates.
- Create a quota of available underwritings based on the on-air schedule and try to fill that quota.
- Oversee the marketing of Bulls Radio.

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This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.
Qualifications
Strong organizational & presentation skills. Detail-oriented, preferably with previous related experience. Able to devote 15-20 hours per week (mainly during normal business hours) to Bulls Radio during the semester. Available to work during the summer.

Programming Director

Position summary
The Programming Director is an Assistant Director of the Bulls Radio Agency. It is part of the second level of the agency structure and is responsible for overseeing all of the programming content of the agency.

Job Duties
• Regularly monitor on-air content to ensure quality and FCC compliance.
• Create and merge Bulls Radio's airplay logs each week, with all public service announcements/underwritings correctly scheduled.
• Maintain an accurate show schedule and podcast archive on bullsradio.org.
• Organize and promote at least one interest meeting per semester to recruit new DJs and interns.
• Train all new DJs on equipment and broadcast procedures.
• Hold monthly DJ meetings and encourage interaction/constructive comments among DJs.
• Make sure DJs have swipe-card access to the broadcast studio.

Qualifications
Excellent communication/presentation skills and a strong interest in the field of broadcast. Able to motivate a large group of volunteers toward a common goal. Able to devote 15-20 hours per week to Bulls Radio during the semester.

Production Director

Position summary
The Production Director is an Assistant Director of the Bulls Radio Agency. It is part of the second level of the agency structure and is responsible for overseeing the production content of the agency. Currently, the Production Director is serving as the Music Director, whose responsibilities are listed below.

Job Duties
• Report Bulls Radio’s airplay charts to the College Music Journal each week by Tuesday at 2pm.
• Make sure that all CDs, vinyl, and mp3s that Bulls Radio receives for airplay consideration are cataloged, reviewed, and added to rotation in a timely fashion (based on CMJ add dates).
• Appoint volunteer Genre Coordinators to oversee reviews for each major genre that Bulls Radio airs. These coordinators make up the "Music Department".
• Hold regular Music Department meetings to ensure that new music is being reviewed and added to the rotation in a timely manner.
• Work with the Programming Director to maintain an accurate and well-balanced music rotation
• Maintain regular contact with record labels, promoters, and artists, and pursue new industry contacts to improve the variety of music on Bulls Radio.
• Oversee the digitization and maintenance of Bulls Radio’s music catalog.
• Represent Bulls Radio at the CMJ and/or SXSW conferences and pass useful information/skills on to the rest of the staff.

**Qualifications**

Strong people skills and knowledge of the college music scene. Able to meet the College Music Journal charting deadline (Tuesdays, 2pm) consistently. Able to devote 15-20 hours per week to Bulls Radio during the semester. Available to work during the summer. Preferably 21 or older to ensure entrance to various industry conferences and events.

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**Technical Director**

**Position summary**

The Technical Director is an Assistant Director of the Bulls Radio Agency. It is part of the second level of the agency structure and is responsible for overseeing the technical aspects of the agency. Currently, the Technical Director is serving as the Sports Director, whose responsibilities are listed below.

**Job Duties**

• Oversee all sports broadcasts on Bulls Radio, as well as sports content on bullsradio.org.
• In conjunction with USF Athletics and Bulls Radio’s Programming Director, create a realistically-attainable master broadcast schedule for each semester.
• Train and maintain several broadcast crews consisting of on-air talent, field producers, and studio-side producers. On-air talent should be well-versed in the sport(s) that they will cover.
• Assist the Business Director in selling sponsorships of Bulls Radio’s sports broadcasts.

**Qualifications**

Organized, hard working, and technically competent. Good at business networking and highly knowledgeable in the area of sports. Preferably can fill any role in a sports broadcast crew. Able to dedicate 15-20 hours per week to Bulls Radio during the semester.