

ISSUED: 9/98

TITLE: <u>Assistant Music Director</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE103</u>
UNION: <u>P&A, Local 1979, UAW</u>	SALARY GRADE: <u>11</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	JOB CODE: <u>PE</u>

POSITION PURPOSE

Coordinate and arrange live on-air performances and interviews to enhance listener services and support the mission of WDET-FM. Interface with record companies, concert promoters and trade publications to obtain music and promotional products, compile playlists and secure live performances for broadcast. Knowledge of various music genres as well as in-depth knowledge of the workings of a radio station.

ESSENTIAL JOB FUNCTIONS

- Coordinate and schedule live on-air performances and interviews. Contact and establish working relationships with concert promoters, record companies, band and tour management to arrange for musical guests. Obtain new record releases, reissues and artist information; schedule interview segments and live musical guests to enhance on-air services and expand listener base.
- Oversee and facilitate ticket giveaway programs to increase listenership by providing on-air incentives. Coordinate ticket giveaways with venue that supports the music format and listening audience; compile press releases and ticket confirmation letters; schedule on-air giveaways.
- Review, compile and assemble playlists to ensure continued record service from labels; maintain visibility in national trade publications and strengthen status as top 10 public radio station. Monitor playlists; track spins from several music host playlists; compile charts for Triple A, Jazz, World and Electronic music based on number of spins; report playlists to music trade publications.
- Maintain record library to ensure music holdings are current and accessible. Monitor location, categorizing, referencing and shelving of library materials; ensure accurate record keeping of music inventory. Assign work to support personnel in maintaining library holdings.
- Serve as substitute or fill in host for daytime music variety shows to maintain quality and continuity in music program schedule. Serve as a resource providing guidance and information on on-air underwriting, the airplay of new record releases, live music sound mixing and evaluation of music product.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to serve as a primary interface and contact to record companies, concert promoters and trade publications to schedule live on-air performances and interviews that enhance listener services and support the station's mission. Work activities require in-depth knowledge of various music genres and artists that are consistent with WDET's format. Position duties require much independence of action and autonomy in searching for solutions and establishing priorities and procedures. May provide functional supervision to record librarians and part time intern staff. This classification is typically assigned to WDET-FM and reports to and receives work direction from the Music Director.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Considerable knowledge of various music genres.
- Considerable radio and records experience.
- Some medium to large market radio experience.
- Ability to handle multiple tasks; work independently.
- Excellent written and/or oral communication skills.
- Previous on-air experience.
- Computer literacy preferred.
- Some radio program production and music mixing preferred.
- Typically, incumbents have obtained radio experience from a small market radio station.