

		ISSUED: 1/99 & 4/95 & 3/92
TITLE: <u>Music Director</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE316</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>13</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

POSITION PURPOSE

Plan, arrange and supervise all music programming for WDET-FM to provide a high quality and alternative music format which will increase listenership and operating revenues, as well as reflect the station's mission. Work activities require the application of involved practices and precedents as well as an in-depth knowledge of the workings of a radio station. Knowledge of programming and the ability to motivate others are used to oversee On-Air Hosts.

ESSENTIAL JOB FUNCTIONS

- Enforce music format and guidelines. Ensure compliance by music personnel with directives; perform air checks, monitor play list, follow up with On-Air Hosts as necessary to assure format and guidelines are adhered to; recommend appropriate action. Maintain format consistency and overall quality of on-air product. Act as On-Air Host of daily prime-time music variety show.
- Coordinate and schedule live music performances in the WDET Studios and conduct on-air interviews with musicians. Work with concert promoters and record companies to arrange for music guests; select appropriate On-Air Host to conduct interview; provide background materials to facilitate interview; maintain professional contacts in recording industry which assist in the attraction of musical guests.
- Assist in the planning and coordination of community music events and festivals, such as the Detroit Festival of the Arts, Montreux Detroit Jazz Festival and the Ann Arbor Blues/Jazz Festival. Make recommendations on the music to be performed, which artists to invite, and who to emcee.
- Act as executive producer of the regularly produced WDET CD. Select performances from WDET live music archives; oversee selection of art work; and arrange for the pressing and distribution for retail sale.
- Interpret and disseminate programming policies and procedures. Provide work direction to a large staff of On-Air Hosts as well as record librarian and Assistant Music Director regarding on-air presentation, music acquisitions and music programming. Recommend the hiring and firing of On-Air Hosts; provide constructive criticism to creative staff; share background information on records and artists with hosts so it can be relayed to the audience. Supervise record library acquisition and cataloging.
- Provide quality control of all music programming. Plan equipment and staff needs for remote location broadcasts. Develop ideas for new local programming. Serve as primary substitute or fill-in host to maintain quality and continuity in music program schedule.

- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification provides music programming information and direction to a very large staff (approximately 15 - 50) of on-air music program hosts, the Assistant Music Director, and a record librarian. Position duties require an in-depth knowledge of and experience in music programming to provide a wide spectrum of music, information and cultural services to the metropolitan area. Work activities are specific in objective and content, but require the incumbent to search for solutions and new applications and establish priorities and procedures. WDET-FM broadcasts 24 hours a day, with the incumbent being responsible for ensuring that quality music programming is available to listeners at scheduled times. This classification is typically found in WDET-FM and reports to and receives work direction from the Program Director.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or equivalent combination of education and/or experience.
- Considerable knowledge of and/or experience in broadcasting music programming.
- Extensive knowledge of most music genres.
- Excellent on-air presentation.
- Reasonable supervisory experience.
- Some radio program production experience.
- Typically, incumbents have held On-Air Host, programming or production positions at a radio station.