

WNUR EXEC BOARD POSITIONS: 2019 – 2020

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PROGRAMMING DIRECTOR

2018 - 2019 Programming Director: Anna Laffrey (AnnaLaffrey2020@u.northwestern.edu)

[2018 - 2019 Transition Memo](#)

General Description

The Programming Director supervises all live and pre-recorded on-air activity of the station and works to ensure that all staff members maintain consistent on-air quality. The Programming Director helps set the schedule each quarter for all WNUR programming.

Responsibilities

- Chair quarterly meetings of the Programming Board and other meetings involving programming
- Create a comprehensive quarterly schedule, organized by program block and DJ, for staff use
- Approve all staff selections and maintain and publish up-to-date listings of all staff members and their positions / contact information for general use by all staff members throughout the quarter
- Ensure that as much airtime as possible is covered over school breaks.
- Suspend any on-air staff member for infraction of station policy, in partnership with Operations Director
- Assist staff members with any WNUR-related matters, including FCC certification, equipment issues, and questions about upcoming programming.
- Act as chair of Exec Board meetings in the absence of the GM

OPERATIONS DIRECTOR

2018 - 2019 Exec Member: Nick Anderson (NicholasAnderson2019@u.northwestern.edu)

General Description

The Operations Director is accountable to the General Manager for all operational aspects of the station operation, including staff training and FCC compliance. The Operations Director, along with the Programming Director, enforces all standards.

Responsibilities

- Help maintain WNUR wiki folder available for staff use; maintain records on authorized WNUR DJs; and investigate/suspend staff members for infractions of station policy.
- Host, administer, and grade all FCC Certification training sessions and administer exams that must be passed before receiving Wildcard access to Louis Hall and the OACR.
- Assist the GM in maintaining the public file (logs, station certification)

BUSINESS DIRECTOR

2018 - 2019 Business Director: Somil Sanghvi (SomilSanghvi2020@u.northwestern.edu)

2018 - 2019 Transition Memo

General Description

The Business Director is the central figure in the processing of finances through Patti Herman (the station's Financial Advisor) and acts as an adviser in financial decisions / requests. The Business Director supervises all financial requests and works with the General Manager + WNUR Advisors (Patti, Brandon, Gabe). The Business Director should be aware of all policies concerning the finances of a noncommercial radio station.

Responsibilities

- Work with General Manager, Operations Director, Graduate Advisor, and Faculty Advisor to set the budget for the fiscal year; keep the budget current; and provide regular financial reports, as needed, to the Executive Board.
- Coordinate the station's underwriting program (establishing and developing partnerships or sponsorships) with organizations in the Evanston / Chicago communities that share common values and missions with WNUR by building a list of business / music / community contacts
- Work with the Phoneathon Director to plan, organize, and execute Phoneathon
- Be prepared to regularly discuss upcoming and unexpected expenditures that affect the WNUR budget.
- Be aware of University financial policies and assure WNUR's compliance with those policies.

STATION ENGINEER

2018 - 2019 Station Engineer: Nathan Salon (nathansalon2020@u.northwestern.edu)

General Description

The Station Engineer is accountable to the General Manager for all technical aspects of the station operation, including all studio and remote engineering, production quality, technical air quality, and all equipment in the Production Studio. The Station Engineer is the first line of defense against damages and general wear on station equipment.

Responsibilities

- Act as WNUR's link to Northwestern University's Media Services Group and to coordinate the maintenance of all station equipment as performed by Media Services Group and qualified technicians.
- Maintain the station equipment and make repairs as needed
- Assess the cost of repairs and place orders for replacement equipment
- Work with the Chief Operator to ensure that the station continues to run smoothly

PHONEATHON DIRECTOR

2018 - 2019 Phoneathon Director: Olivia Reese (oliviareese2020@u.northwestern.edu)

[2018 - 2019 Transition Memo](#)

General Description

The Phoneathon Director works closely with the GM and Business Director to oversee all Phoneathon efforts before and after the actual week of Phoneathon. They coordinate design submissions for general merch, oversee all producer efforts to secure premiums and work with the alumni office to enter them in the system.

Responsibilities

- Train Djs and get the whole station prepared to handle Phoneathon
- With the help of the GM, Business Director, and Exec, cover any last-minute Phoneathon shifts
- Obtain daily and final donation totals
- Work with Events team and Media Team to thank donors on mailing list and social media accounts
- Work with Patti to order premiums, then organize packing parties for staff to send premiums
- Remain committed to doing whatever necessary to ensure a successful Phoneathon

EVENTS / OUTREACH DIRECTORS

2018 - 2019 Events Director: Henry Moskal (HenryMoskal2020@u.northwestern.edu)

[2018 - 2019 Transition Memo](#)

2018 - 2019 Publicity/Outreach Director: Lois Biggs (LoisBiggs2020@u.northwestern.edu)

[2018 - 2019 Transition Memo](#)

General Description

The Events / Outreach Directors are in charge of all WNUR-related Events and Outreach (surprise!). This includes coordinating and planning both off- and on-campus events and relations with organizations, as well as organizing full-station activities.

Events Director Responsibilities

- Plan off-campus promotional concerts or events (We have close ties with Elastic Arts, but other places would work, too)
- Coordinate on-campus events, such as basement shows and recruitment events
- Plan events that share and celebrate our DJs knowledge and expertise! Consider DJ workshops, lectures, etc.
- Consider planning events outside of the scope of concerts. Relevant film screenings, etc.
- Work with the Rock Show MDs and Producers to help plan Sonic Celluloid.
- With the outreach director, consider co-sponsoring events with other student groups (other programming boards like A&O, Mayfest, etc.)
- Plan and orchestrate all-staff (not just students) bonding events (bowling, dinner, etc)
- Work closely with Media Team to ensure that all events are publicized appropriately

Outreach Director Responsibilities

- Maintain staff-listener relations, develop and coordinate strategic marketing initiatives both on campus and with local off-campus venues.
- Work with venues to set up WNUR events and ticket giveaways, like Pitchfork and CIMMfest participation
- Solicit Corporate Donor Agreements and keep in contact with media writers for the Chicago Tribune, Chicago Sun-Times, Daily Southtown, Chicago Reader and New City.
- Prepare press release on other important WNUR news for these sources and Billboard, Radio & Records, CMJ, etc., and to contact the music trades about WNUR news for their college radio columns.
- Assist Business Director with planning and executing mini-donation pushes throughout the year
- Curate/prepare, publish and distribute station schedules, magazines, and any other publicity materials both on campus and off campus.

COMMUNITY DJ LIAISON

2018 - 2019 Community DJ Liaison: Burrow (burrowtheklown@gmail.com)

General Description

The Community DJ Liaison is the link between community DJs (including most weekend shows) and the Exec Board and represents the concerns of all community DJ programs at Exec Board meetings.

Responsibilities

- Approve the producers of each weekend show.
- Maintain regular contact with the producers of weekend shows to inform them on WNUR happenings and meet with all weekend show producers at least twice a quarter.
- Gather and maintain community DJ contact lists, including phone numbers, from all weekend shows by the first week of programming and to give them to the Programming Director for inclusion in the all-staff list.
- Coordinate with the Events Director and GM to host all-staff community-building activities between students and community DJs
- Assist any new or prospective community DJs in getting involved at WNUR, including coordinating with the GM on community DJ Wildcard

TRAFFIC DIRECTOR

2018 - 2019 Traffic Director: Dillon Hall (jameshall2020@u.northwestern.edu)

General Description

The Traffic Director maintains traffic logs and selects public service announcements suitable for airing.

Responsibilities

- Produce, at least 5 days in advance of air date, a daily traffic log that schedules all and pre-recorded announcements.
- Write all pre-recorded announcements (marking it with the length of time and kill date) and place it on server and PSA notebook.
- Schedule two EAS tests per week (a minimum of one per week actually performed is required by FCC rules)
- Accept, label, and place into rotation all suitable, IDs, CDAs, and PSAs.

AIRPLAY PRODUCER

2018 - 2019 Airplay Producer: Nathan Salon (nathansalon2020@u.northwestern.edu)

[2018 - 2019 Transition Memo](#)

General Description

The Airplay Producer manages both Airplay live sessions and the weekly program.

Responsibilities

- Maintain the equipment in the PCR
- Work with the Chief Operator to ensure that equipment is maintained and functioning
- Recruit and train members to run live sessions
- Select DJs to host the Saturday program
- Book artists to come in for sessions (and/or delegate that task to Airplay members)
- Work very closely with Media Team for video production and promotion of Airplay sessions

CONTINENTAL DRIFT PRODUCER

2018-2019 Continental Drift Producer: Jess Collins (JessicaCollins2019@u.northwestern.edu)

General Description

The Continental Drift Producer's role is to oversee Continental Drift programming, field Continental Drift DJ's questions and concerns, ensure that all Continental Drift DJs are FCC certified, and fill the Continental Drift programming slots to the best of their ability.

Responsibilities

- Oversee Continental Drift programming
- Field Continental Drift DJ's questions and concerns
- Ensure that all Continental Drift DJs are FCC certified and follow FCC guidelines
- Populate the Continental Drift programming slots to the best of their ability

FREEFORM PRODUCER

2018 - 2019 Freeform Producer: Anna Laffrey (annalaffrey2020@u.northwestern.edu)

General Description

The Freeform Producer manages programming during the late-night hours dedicated to Freeform programming, which does not follow the same thematic guidelines as other programming blocks.

Responsibilities

- Oversee Freeform programming
- Field Freeform DJ's questions and concerns
- Ensure that all Freeform DJs are FCC certified and follow FCC guidelines given the Safe Harbor status of the Freeform schedule
- Populate the Freeform programming slots to the best of their ability

JAZZ PRODUCER

2018 - 2019 Jazz Producer: Paul Brown (paulbrown2021@u.northwestern.edu)

[2018 - 2019 Transition Memo](#)

General Description

The Jazz Producer's role is to oversee Jazz programming, field Jazz DJ's questions and concerns, ensure that all Jazz DJs are FCC certified, and fill the Jazz programming slots to the best of their ability.

Responsibilities

- Create and manage the schedule each quarter
- Make sure that all programming is running smoothly
- Curate meetings so that they are productive and documented
- Make sure all DJs are playing appropriate content
- Monitor all station protocols
- Oversee overarching logistics, vision, and aesthetics
- Keep members up to date via email/send out quarterly surveys
- Attend WNUR Meetings weekly
- Manage finances (stay in touch with WNUR Business Director)

MEDIA TEAM DIRECTORS

2018 - 2019 Media Team Director: Maddy Ashmun (madelineashmun2019@gmail.com)

2018 - 2019 Media Team Director: Leah Dunlevy (leahdunlevy2020@u.northwestern.edu)

2018 - 2019 Social Media Director: Melia Agudelo (mariaagudelo2020@u.northwestern.edu)

General Description

The Media Team represents WNUR to the public and local media, and are responsible for promoting WNUR through both on- and off-air efforts. Additionally, they maintain WNUR's social media campaigns and accounts (Facebook, Soundcloud, Instagram, Twitter, Snapchat). The Media Team will aim to have equitable transference of all WNUR-related content (Airplay, Jazz, Rock Show, Streetbeat), something promoted by the Media Team Directors.

Responsibilities

- Ensure a consistent tone across social media formats, balancing professionalism with character
- Post regularly to ensure steady stream of content
- Solicit program directors and/or Exec board members for announcements to post
- Work with Publicity/Outreach Director and show-specific promotional directors to promote social media ticket giveaways, etc.

NEWS DIRECTOR

2018 - 2019 News Director: Maddie Jarrard (madelinejarrard2020@u.northwestern.edu)

General Description

The News Director is responsible for the program content and the staff of the news department and acts as a liaison between the Executive Board and news staff.

Responsibilities

- Hold regular staff meetings; news reporting seminars; and invite Chicago area newscasters to give advice.
- Ensure that all newscasters fill out the news/public affairs log and save news scripts for critique.
- Formulate programming.
- Organize and oversee newscasts.
- Hold regular News executive board meetings.
- Ensure that all Newscasts are properly staffed.

ROCK SHOW PRODUCERS / MUSIC DIRECTORS

2018 - 2019 Rock Show Producer: Kevin Eisenstein (kevineisenstein2020@u.northwestern.edu)

2018 - 2019 Rock Show Producer: Nicolette McManus

(nicolettemcmanus2019@u.northwestern.edu)

2018 - 2019 Rock Show Music Director: Francisco Gumucio

(franciscogumucio2019@u.northwestern.edu)

2018 - 2019 Rock Show Music Director: Claire Fahey (clairefahey2019@u.northwestern.edu)

General Description

The Rock Show Producer(s) conduct administrative responsibilities for Rock Show. They work with the Rock Show Music Directors to manage programming and are take responsibility for all content produced by the Rock Show. The Rock Show has its own executive board that reports to the Music Directors and the Producers, which are: Promotions Chair(s) and Events Chair(s).

Producer Responsibilities

- Make sure that all programming is running smoothly
- Curate meetings so that they are productive and documented
- Oversee overarching logistics, vision, and aesthetics
- Monitor all station protocols
- Oversee technical aspects of WNUR
- Keep members up to date via email/send out quarterly surveys
- Meet with Gabe, Brandon, and Patti once per quarter
- Attend WNUR Meetings weekly
- Manage finances (stay in touch with WNUR Business Director)

Music Director Responsibilities

- Create and manage the schedule each quarter
- Make sure all DJs are playing appropriate content
- Listen to the radio and live stream to ensure programming is running smoothly
- Oversee overarching logistics, vision, and aesthetics
- Organize programming for summer, winter and spring breaks
- Help curate meetings so that they are productive and documented
- Maintain a document with label and industry contacts/manage relationships
- Reach out to DJs to get promo requests each quarter
- Listen to promos
- Send emails weekly with promos!

SPORTS DIRECTORS

2018 - 2019 Sports Director: Tim Hackett (timothyhackett2019@u.northwestern.edu)

2019 - 2020 Sports Director: Ben Krieger (BenjaminKrieger2020@u.northwestern.edu)

2019 - 2020 Sports Director: Parker Johnson (parkerjohnson2020@u.northwestern.edu)

General Description

The Sports Director(s) is responsible for the production, program content and the staff of the sports department and acts as a liaison between Executive Board and sports staff. WNUR Sports has its own Executive Board, which report directly to the Sports Director(s): Online Editor in Chief, Assistant Editor, Podcast Director, Sportsathon and Marketing Director, and Social Media Director.

Responsibilities

- Produce sportscasts of scheduled sporting events by varsity or club teams.
- Supervise the engineering of remote broadcasts by qualified sports staff members.
- Maintain a working relationship with Northwestern's Athletic Department and ensure that sports broadcasts are promoted properly in the Evanston and Chicago media.
- Secure funds from corporate donors through Sponsored Programming and to maintain, with the Business Director, the General Manager and the Director of Broadcast Operations, the sports budget.
- Hold regular staff meetings and sports reporting seminars.

STREETBEAT PRODUCER / MUSIC DIRECTOR

2018 - 2019 Producer: Faalon Andrews (faalonandrews2019@u.northwestern.edu)

2018 - 2019 Music Director: Mark Berger (markberger2019@u.northwestern.edu)

General Description

The Streetbeat Producer and Music Director oversee Streetbeat programming, field Streetbeat DJ's questions and concerns, ensure that all Streetbeat DJs are FCC certified, and fill the Streetbeat programming slots to the best of their ability. Streetbeat has its own Executive Board that reports to the Producer and Music Director, which are: Apprenticeship Director, Events Chair, and Marketing and Design Chair.

Producer Responsibilities

- Make sure that all programming is running smoothly
- Curate meetings so that they are productive and documented
- Oversee overarching logistics, vision, and aesthetics
- Monitor all station protocols
- Organize mobile gear rental
- Oversee technical aspects of WNUR
- Keep members up to date via email/send out quarterly surveys
- Meet with Gabe, Brandon, and Patti once per quarter
- Attend WNUR Meetings weekly
- Manage finances (stay in touch with WNUR Business Director)
- Send out weekly information about SB events and gigs

Music Director Responsibilities

- Create and manage the schedule each quarter
- Make sure all DJs are playing appropriate content
- Listen to the radio and live stream to ensure programming is running smoothly
- Oversee overarching logistics, vision, and aesthetics
- Organize programming for summer, winter and spring breaks
- Help curate meetings so that they are productive and documented
- Maintain a document with label and industry contacts/manage relationships
- Reach out to DJs to get promo requests each quarter
- Listen to promos
- Send emails weekly with promos!