

WNUR EXECUTIVE BOARD POSITIONS (2018-2019)

1. Programming Director (Olivia Reese OliviaReese2020@u.northwestern.edu)

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.

→ Responsibilities:

- ◆ Approve all staff selections and maintain and publish up-to-date listings of all staff members and their positions for general use by all staff members throughout the quarter
- Create comprehensive quarterly schedule, organized by program block and DJ, for staff use
- ◆ Listen to WNUR, A LOT (you will receive a portable radio with the position)
- ◆ Supervise and review all prerecorded production and traffic material (create a system with the Traffic Director for review and submission)
- ◆ Chair quarterly meetings of the Programming Board and other meetings involving programming
- ◆ Act as chair of Exec Board meetings in the absence of the GM
- ◆ Suspend any on-air staff member for infraction of station policy, in partnership with Operations Manager
- ◆ Ensure that as much airtime as possible is covered over school breaks.

2. Operations Manager (Kathleen Young KathleenYoung2018@u.northwestern.edu)

General Description: The Operations Manager is accountable to the General Manager for all technical aspects of the station operation, including all studio and remote engineering, production quality and technical air quality

→ 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.
- ◆ Coordinate and track FCC training sessions for the entire station, which includes teaching producers and department heads to train their own staff
- ◆ Coordinate Mock FCC Inspections with Jess
- ◆ Maintain FCC tests, certifying DJ competency, in alphabetical order. This file must be maintained in the WNUR main office. The Operations Manager must ensure that each staff member has an operator's agreement on file
 - Grade FCC tests digitally & create paper file of competency
- ◆ Turn the transmitter off and on (when necessary) and ensure maintenance of the transmitter log
- ◆ Assist the GM in maintaining the public file (logs, station certification)

3. Business Manager (Somil Sanghvi SomilSanghvi2020@u.northwestern.edu)

General Description: The Business Manager supervises all financial matters and works with the General Manager + WNUR Advisors (Patti, Brandon, Gabe). The Business Manager should be aware of all policies concerning the finances of a noncommercial radio station. The Business Manager is the central figure in the processing of finances through Patti and acts as an adviser in financial decisions.

→ Responsibilities:

- ◆ Work with General Manager, Operations Manager, Graduate Advisor, and Faculty Advisor to set the budget for the fiscal year; keep the budget current; and provide regular (weekly) financial reports to the Executive Board.
- ◆ Maintain and coordinate the station's underwriting program (includes establishing and developing partnerships with local businesses and developing new projects)
 - This is something that has fallen off but could be reinstated.

- ◆ 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.

4. **Community DJ Liason** (Stann Champion stanchamp@prodigy.net)

General Description: The Community DJ Liason 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 Program Director for inclusion in the all-staff list.
- ◆ Coordinate with the Events Chair 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

5. **Promotions Directors (Includes two different positions)**

General Description: The Promotions Directors represent WNUR to the public and local media and are responsible for promoting WNUR through both on- and off-air efforts.

1. Events Chair: (Vivian Xu vivianxu2016@u.northwestern.edu) Focus mainly on coordinating off-campus events and relations while assisting the Outreach Chair with strategic on-campus initiatives

- ◆ Plan a quarterly off-campus promotional concert or event (SPACE, etc.)
- ◆ Coordinate on-campus events, such as basement shows and recruitment events
- ◆ Plan and orchestrate a quarterly all-staff (not just students) bonding event (bowling, dinner, etc.)

2. Publicity/Outreach Chair: (Lois Biggs LoisBiggs2020@u.northwestern.edu) Maintain staff-listener relations, develop and coordinate strategic marketing initiatives both on campus and with local off-campus venues.

- ◆ Work with webmaster to oversee mailing list and write newsletters/announcements to subscribers
- ◆ Work with Phoneathon director to ensure sufficient promotion and outreach during Phoneathon
- ◆ 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*.
- ◆ Work with venues to set up WNUR events and ticket giveaways, like Pitchfork and CIMMfest participation
- ◆ 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 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.
- ◆ Oversee donation of food during Phoneathon

6. **Social Media Director** (Melia Agudelo mariaagudelo2020@u.northwestern.edu)

General Description: Maintain WNUR's social media campaigns and accounts (Facebook, Soundcloud, Instagram, Twitter, Snapchat?)

- ◆ 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 chair and show-specific promotional directors to promote social media ticket giveaways, etc.

7. **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:

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

8. **Phoneathon Director (Paid)** (Daria Lendermann darialenderman2019@u.northwestern.edu)

General description: VERY IMPORTANT! Work closely with the GM to oversee all Phoneathon efforts before and after the actual week of Phoneathon. 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 and Exec, cover any last-minute Phoneathon shifts
- ◆ Obtain daily and final donation totals
- ◆ Work with Outreach chair and Social Media Director 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

9. **WNUR Archivist**

General description: In this position, you will continue and expand the work of the Underground Archive Project with Brock Stuessi during the Fall of 2018.

→ Responsibilities:

- ◆ Mr. Stuessi will teach you about the website and the process of archiving with the hopes that when Mr. Stuessi most likely leave Chicago in December of 2018 you will feel equipped and prepared to start your own initiatives and archiving process.
- ◆ This position will involve a substantial time commitment, but with the support of the exec board, we will be raising money for the project over the next year to hopefully pay the Archivist/Historian for their time.
- ◆ If you are at all interested in this position, contact Mr. Stuessi (BrockStuessi2018@u.northwestern.edu) to discuss.

