

## Radio Laurier Position Description: Program Director

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**Job Title:** Program Director

**Reports To:** Station Manager, Radio Laurier

**Position Description:** The Program Director oversees the Radio Laurier programming schedule and works with programmers to ensure on-air quality. The Program Director also plans and facilitates all Programming Committee meetings. The Director also provides feedback and guidance to all staple show managers (Morning Show, Sports, and After Class) as well as providing on-air training to all DJ's.

**Application:** Submit an updated resume and cover letter that outlines why you would be successful in this role.

**Responsibilities Include:**

- Adhere to the WLUSP Code of Conduct
- Attend all management meetings unless due warning is given to the Station Manager
- Attend all other meetings or conferences as required by the Station Manager
- Assemble and Oversee the Radio Laurier programming schedule and monitor the quality of on-air shows
- Ensure programmer's are compliant with Radio Laurier Policy and the WLUSP Code of Ethics
- Facilitate weekly Programming Committee meetings as well as ensuring all shows are receiving regular and quality feedback from Programming Committee
- Assist on-air volunteers in developing shows
- Facilitate on-air workshops for programmers
- Train on-air volunteers
- Uphold and update Programming Committee team policy
- Provide feedback and guidance to staple show managers (Morning Show, Sports, and After Class)
- Work with other Radio Laurier managers in a respectful and inclusive manner
- Promote synergy with other departments of WLUSP
- Any other reasonable duties as required by the Station Manager
- When using social media in regards to Radio Laurier or WLUSP, the staff member is expected to conduct themselves in a respectful and professional manner