

# WRST STAFF APPLICATION



Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Position(s) you are applying for in order of preference

1 \_\_\_\_\_ 4 \_\_\_\_\_  
2 \_\_\_\_\_ 5 \_\_\_\_\_  
3 \_\_\_\_\_ 6 \_\_\_\_\_

Will you graduate this year?    Yes            No            (Fall Spring)

*(The following can be printed or typed on a separate piece of paper such as a cover letter)*

Briefly list any other positions you have held at WRST in the past?

List any other experience that relates to the position (s) such as classes, other radio experience:

Why do you feel you are qualified for the position?

What are your goals/improvements for the position?

Any other information you would like considered?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***(Include a resume and cover letter for Director level positions)***

## Positions Available at WRST

### Directors:

*All directors (with the exception of office and technology) need to maintain 5 office hours a week, attend all workshop meetings, and attend policy and programming meetings.*

Assistant Program Director: Assist Program Director as needed with the overseeing of programming and staff. Coordinate syndicated programming.

Production Director: Responsible for all WRST pre-produced on air material (station promos, ID's sweepers). The production director is also responsible for supervision of production staff and use of the production studio.

Music Director: Manage the music that WRST receives everyday and see that it gets to the proper coordinator. The music director holds the responsibility of maintaining contacts with record labels and reporting to CMJ.

News Director: Manage the daily activities of the news department. Be responsible for live coverage of news events. Maintain the quarterly issues and programs list.

Sports Director: Manage the daily activities of the sports department. Manage department staff, sports broadcasts and daily sports reports.

Talk Director: Manage the daily activities of the talk department and staff. Coordinate syndicated talk programs.

Promotions Director: Promote WRST in a positive and professional manner on campus and on the community. Distribute prizes, printed materials and manage live remotes.

Streaming Director: Oversee the programming of the WRST W.E.B. Stream and train personnel.

Office Director: Maintain office hours at least 3 afternoons a week (between 1-6pm), pick up and distribute mail, report supplies needed to the station manager, answer the phone during office hours, and greet guests that arrive at WRST. If you are unable to get and distribute mail 5 days a week, delegate to other staff.

Technology Director: Maintain and update station computers and programs, advise station manager on new available technology. Cleaning and maintenance of studio equipment is also the responsibility of the technology director. Be available for set-up of equipment at station remotes.

**Assistant Director Positions are also available for most of the positions listed above.**

### Coordinators:

Business Coordinator (UNDERWRITING): Responsible for acquiring and servicing WRST underwriting accounts. Complete billing procedures.

Music Coordinators: Obtain and review all new music relevant to that format, work with the music director.  
\*Jazz, Rock, Electronic, Urban, Metal, Blues, Local, World, Bluegrass, Country, Reggae, Punk, Ska, Folk, etc.

Music Library Coordinator: Supervise and maintain WRST's music library. Organize and file library materials.

Special Events Coordinator: Responsible for the set-up, testing, operation and take down of equipment involving in studio guests such as bands, performers.

Traffic Coordinator: Responsible to produce the daily program logs.

### Specialty positions:

Webmaster: Oversee and develop the WRST website and streaming activities.

Station Photographer: Take staff pictures, as well as during promotional events and live broadcasts. Work with webmaster to ensure timely uploading to the website.

Station Graphic Artist: Design flyers, handouts, posters and other art as directed by the station manager. Work with station photographer and webmaster regarding needs in their department.

**\* If you see the need for a position not listed here, apply for it with an explanation of why it is needed, then talk to the station manger.**

\*\* All positions ultimately report to the Station manager