

ACADEMICS

POSITION: GENERAL DJ FOR BLACKBURN RADIO

OFFICE: RADIO STATION

FACULTY SUPERVISOR: DR. CASEY

DESCRIPTION OF DUTIES:

The general disc jockey is the voice of Blackburn Radio. DJs provide commentary and information during radio programs while exposing the audience to music. General disc jockeys are what connect the audience member to the radio station by providing a familiar voice at a designated time each week. DJs introduce programs and music, read public service announcements, and are involved in the overall public presentation of the station. They also assist with other station tasks as needed.

JOB RESPONSIBILITIES:

- Propose both music- and talk-based radio programs in writing
- Coordinate with 'Bumian staff to produce newssegments
- Have a written plan of action for each week's programs
- Record and host proposed radio programs (at least one music-based and one talk-based program per week)
- Have a working understanding of how to use the Backbone Radio Network software
- Have a working understanding of how to use the Garageband software
- Fill out and organize playlist log
- Keep staff members informed through the Comment Book and Facebook messages
- Upload music to the iTunes library
- Record public service announcements and underwriting messages
- Keep music library organized and inventory up to date
- Understand and follow the rules as outlined in the manuals
- Keep updated on events and announcements at Blackburn College
- Use social media as necessary to promote shows and keep listeners informed
- Attend all staff meetings and report to station co-managers
- Clean station room on regular schedule
- Assist in other areas of the station as needed

QUALIFICATIONS:

- Have strong oral communication skills
- Be passionate about engaging with Blackburn community through music and talk
- Be self-motivated
- Be willing to learn
- Be deadline oriented
- Be able to operate effectively on a flexible schedule
- Be eager to learn from critique
- Have strong time management skills