



1300 W. PARK ST. BUTTE, MT 59701 (406) 496-1071

All Staff Member Duties

- All members of staff (Managers and Directors) will follow the guidelines listed in Montana Tech Student employment manual
- Check email and respond accordingly once per day Monday through Friday
- Monthly log of hours
 - Managers and Directors staff will keep records of time worked.
 - All paid staff must work in studio hour's equivalent to twenty (20) hours per monthly pay period between the hours of 8:00 AM and 6:00 PM, Monday through Friday. This does **not** include on-air shifts.
 - Provide updated availability listings for scheduling purposes' every month
- Weekly Recap
 - Email to General Manager on a weekly basis on the work and assignments
 - Weekly Recaps will be collected and information will be used in newsletters that will be sent to all staff
- Monitor station
 - Listen to automation and live on-air DJ's to help maintain quality
 - Check Website and streaming capabilities once per day Monday through Friday
 - Report any discrepancies to the proper manager and/or director
- Represent KMSM
 - During scheduled office hours, interactions will occur via: phone, mail, email, and in person.
 - At all times, staff will represent KMSM in a professional manner.
 - Answer to the best ability, any questions presented and direct persons to the proper department head or assistant
- Abide by the rules and regulations listed in the *KMSM User, Not Abuser Guide*



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Manager Positions Duties

- ❖ These positions begin as paid positions as dictated in Montana Tech Job offer.
- ❖ Managers must display ability to perform director positions if required.
- ❖ Managers must be able to answer questions Directors or DJ's may ask in regards to:
 - Training
 - Promotions
 - Scheduling
 - Conflict amongst staff or policies

General Manager (In Studio Hours - 5 to 10 per week Plus as Needed) - (Outside Studio Hours – As Needed)

- Responsible for the overall operation of a station. This position requires business knowledge, leadership ability and a technical understanding of how a station operates.
- Manage budget
 - Determine operational costs and deploy funds where needed
- The chief operating officer of the station. The station manager must have effective personnel management skills and thorough knowledge of all aspects of a broadcast operation.
- Hires and supervises all staff and volunteer members, works closely with director heads. (Promotions, IT, Music, Production, and Sales)
 - In the absence of a director head, it will be the responsibility of the general manager to delegate to other Assistant Managers and Directors and/or manage duties personally.
- Schedules staff
 - Meetings (One on One, Manager, Director, and All Staff)
 - Volunteer on air talent
- Presents the station to underwriters and gains money and services to increase performance of the station
 - Gathers donations and pledges and works closely with promotions manager
- Programming
 - Designs format and schedules automation clock wheels
 - Designates promotional announcement times for on air and automation



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- Reviews programming for the best fundraising and promotional opportunities, develops station plans and goals, oversees budget, studies and understands the station's market and approves all promotion campaigns.
- Responsible for the entire on-air product; governs the sound of the stations. Have control over production, talent, work schedules, and program schedules and manage objectives and support the goals of the station and the fundraising director.
- Trafficking
 - Collect data from other departments in order to prepare a minute-by-minute schedule for the broadcast day. Provide a daily link between the fundraising and programming department, keeping up-to-date underwriter time availability.

Assistant Manager (In Studio Hours - 5 to 10 per week Plus as Needed) (Outside Studio Hours – As Needed)

- **Assist in all of the General Manager Duties listed**
- Schedule will be flexible as to match on call requests from staff and underwriters
- Enforces station, FCC, and Montana Tech rules and regulations by informing DJ's of violations and retraining DJ's so the violations do not occur.
 - All disciplinary action will abide by the regulations dictated Montana Tech Student employment manual
- Presents the station to underwriters and gain money and services to increase performance of the station
 - Gathers donations and pledges and works closely with promotions manager
- Schedules and trains DJ's on all aspects of being an on air personality
 - Detailing the importance of logs, how they are used and how to complete
 - Board operations
 - Equipment Operations (Mixing Board, CD Players, In Studio Computer, etc.)
 - On-air Do's and Don'ts
- Offer support to the fundraising staff and other managers and directors by handling much of the office work, including drafting proposals, which allows the staff to focus on meeting with clients and developing business.
- Assistant managers may also apply for responsibilities that would normally be held by an individual director head. In the event of a dual position, duties will be



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separated as recorded work hours and recorded volunteer hours. In the event that any combination of hours worked, exceeds 20 hours per week, the assistant manager will notify general manager and relinquish excess job duties.

Director Position Duties

- ❖ **Any of these positions are strictly volunteer positions upon entry and represent the respective department of KMSM.**
- ❖ **In order for position to be paid, candidate must secure fundraising dollars for that position in the amount of \$500.00 per semester before an employment offer can be made.**
 - **In the event a director position becomes paid employment through a Montana Tech job offer, the job title will change accordingly from Director to Department Manager. In turn, the position will abide by the Manager Positions Duties as well.**
 - **General Manager determines when and if a job offer will be made with funds raised. All funds raised are managed by KMSM general manager.**
- ❖ **Hours listed will still be recorded for personnel records**
 - **Hours will be tallied and added to recommendation letters and used in reference as volunteer time.**

Music Director (In Studio Hours – 3 to 5 per week)

- **Manage Music**
 - **When CD's arrive to the station for airplay:**
 - **music will be reviewed, listen for profanity, and mark tracks for DJ reference**
 - **Add appropriate titles (individual tracks or whole CD) to automation in respected genre's**
 - **Label CD's and add music information to "The Bible" (Information will include: CD NUMBER, Artist Name, CD Title, Date added to automation, Genre, any additional notes pertinent to CD)**
 - **Add CD's to Station collection**
 - **Music donated for automation by volunteer DJ's**
 - **music will be reviewed and add appropriate titles to automation in respected genre's**
 - **Create music playlist**
 - **Designate music genres for**
 - **Review Music Logs**



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- Logs will be reviewed and compared to music that is in the CD collection; music that is in the CD collection that does not require manual edits will be added to automation
- Logs will be filed and stored respectively
- Automation Logs will be printed and stored respectively
- The Bible
 - Provide an updated version of “The Bible” to be available to the volunteer DJ’s and listeners through website at www.kmsmfm.org at a minimum of once every month
- Label Communications
 - Contact record labels that are not currently submitting music to the station
 - Contact through mail, email, phone, and social networking
 - Request ongoing communications and music donations with record labels
 - Answer questions about reporting to record labels about the music added to rotation

I.T. Director (In Studio Hours – 1 to 2 per week) (Outside Studio Hours – As Needed)

- Ensure proper functions of the website at www.kmsmfm.org
 - Monitor streaming functionality
 - Monitor link system and fix any broken links
 - Continue growth and expansion of website links and functionality
 - Update “The Bible” on a monthly basis with information provided by Music Director
 - **Be on call by email and phone to repair any disruptions to website or streaming**
- Maintain functionality of “In House Computers” and other digital devices
 - Computers used by Staff and volunteers in be maintained and functional
 - Schedule general upkeep to all station computers
 - Antivirus scans
 - Disk Defragmentation
 - Cache cleanings
 - CD Player cleanings
 - Communicate requests to and from Montana Tech I.T. Department



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Promotions Director (In Studio Hours – 2 to 5 per week) (Outside Studio Hours – As Needed)

- Develop and maintain station promotions and image
 - Gather station giveaways
 - Organize station involvement in music and community events in Butte and surrounding area
 - Plans, coordinates and executes a station's services and programs developed to respond to the needs of the community.
- Concert Calendar
 - After communications with promotional companies, update and maintain concert information in Butte and surrounding area
 - Provide information to the DJ's for show content
- Social Networking
 - Maintain a regular communication on social networking sites (Facebook, Myspace, Twitter, Buzz)
 - Post will be frequent, yet vary in content (repeat posts only on promotional or station related events)
 - Train on air staff to integrate personal social networks with KMSM social networks

Production Director (In Studio Hours – 2 to 5 per week)

- Assign announcers, schedules studio time, arranges recording sessions, produces recording such as show promos, legal ID's, Montana Tech PSA announcements and other on air announcements
- Works with all production personnel helping where necessary.
- Copy Writer
 - Assist in proper script writing for PSA and Promos
- Writes commercial and promotional copy in support of the station's fundraising and promotional efforts.



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PSA Director (In Studio Hours – 1 to 2 per week)

- Choose and log PSA's that are sent from outside sources (CD or MP3)
- Choose and maintain PSA CD's for studio.
 - Dismiss PSA's that do not represent a public interest for KMSM listeners
 - Remove outdated PSA CD's
 - Choose and rotate MP3 PSA's in automation
- Review and post Campus PSA
 - Review-Gather information from various Montana Tech clubs and organizations
 - Post-Condense information into readable script for on air DJ's

Assistant Program Director (In Studio Hours – 2 to 5 per week)

- Compiles and files logs after presented to General Manager
- Reports any discrepancies in the logs
- Assists General Manager in the following:
 - Programming
 - Designs format and schedules automation clock wheels
 - Designates promotional announcement times for on air and automation
 - Reviews programming for the best fundraising and promotional opportunities, develops station plans and goals, oversees budget, studies and understands the station's market and approves all promotion campaigns.
 - Responsible for the entire on-air product; governs the sound of the stations. Have control over production, talent, work schedules, and program schedules and manage objectives and support the goals of the station and the fundraising director.
 - Trafficking
 - Collect data from other departments in order to prepare a minute-by-minute schedule for the broadcast day. Provide a daily link between the fundraising and programming department, keeping up-to-date underwriter time availability.



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Fundraising Director (In Studio/Field* Hours – 2 to 5 per week)

- Presents the station to underwriters and gains money and services to increase performance of the station
 - Gathers donations and pledges and works closely with promotions manager
 - Always represents the station in a professional manner
 - Always carries a pen and contract
- Manages underwriter placement and announcement times

Assistant Director (In Studio Hours- As Needed)

- This position is designed to reach extended talents of a particular department. This person will be responsible for assisting director heads
 - All assistants will be approved by station general manager.
 - Assistants will follow all of the guidelines lined out by general manager and director heads
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Volunteer DJ** (In Studio Hours- 3 per week)

- Abide by the rules and regulations laid out in the *KMSM Users, Not Abuser Guide*
 - Must have and provide an active email address that is checked weekly.
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KMSM Users, Not Abusers Guide is located <http://www.kmsmf.com/schedule.htm>

Montana Tech Student employment manual located
<http://www.mtech.edu/career/studentemployment/Employer/>

*Field-Time represents time spent presenting fundraising promotions to potential underwriters

Does not need to fulfill duties of items listed in **All Staff Member Duties. This position **cannot** be a paid position, even with funds raised.