



MSU Student Radio | WDBM-FM

Now Hiring: Podcasts Coordinator

Work for one of Michigan State University's largest student organizations!

Impact 89FM is seeking a Podcasts Coordinator. This is a paid staff position in the organization, working with a paid staff of approximately 60 students and a volunteer staff of approximately 150 students. Applicants must be current undergraduate or graduate students at Michigan State University.

Basic Qualifications:

- Must be a student at Michigan State University.
- Must have excellent interpersonal, training and motivational skills.
- Must be self-driven, detail-oriented, and highly organized.
- Must have demonstrated timely communication skills. It is expected that email, chat, text or voice messages are returned within 24 hours during the standard work week.
- Must be able to manage multiple projects at a time and meet deadlines.
- Must be willing to work during non-business hours as needed.
- Must have familiarity with computer systems and data organization as well as technical troubleshooting skills.
- Must be enthusiastic about sharing a variety of podcasts in the areas of music and entertainment, news and sports.
- Must be able to effectively train, coach and mentor staff members.
- Must have a good understanding of AP style and editing for the web, as well as familiarity with tracking changes, editing ethics and digital best practices.
- Must have experience with broadcast and recording microphones and related equipment.
- Must have demonstrated hosting and interviewing skills.

Preferred Qualifications:

- Current staff member at Impact 89FM.
- Familiarity with Impact 89FM's strategic planning process, including mission, vision, core values, and long-term goals.
- An understanding of how to use the Adobe Creative Cloud software suite, including Audition, InDesign, Lightroom, Photoshop and Premiere.
- Expertise with Telos Axia AoIP networked radio consoles.
- Experience with broadcast microphones and related field equipment.
- Experience writing web headlines and social media captions.
- Multimedia skills including photography, video, audio, web design, and graphic design.
- Proficiency in audio production software and tools, including Audacity, Hindenburg, Descript and Pro Tools.
- Experience hosting and/or producing a podcast.
- Understanding of podcast production workflow, including recording, editing, posting and sharing content.

Typical Duties & Responsibilities:

- Ensuring all staff members are aware of and in compliance with all Michigan State University and Federal Communications Commission regulations, directives and policies.
- Confirming all podcast hosts are briefing all guests on Michigan State University and Federal Communications Commission regulations, directives and policies, gathering appropriate release sheets, and digitally storing them in Google Drive team drive set up for release sheets.
- Securing approved Performance / Image Release forms and digitally storing them in Google Drive team drive set up for release sheets.
- Implementing editorial decisions made by Executive Board and management staff.
- Supervising development, editing, publication and promotion of all podcasts on our platforms.

- Collaborating with Department Head, Editor, and Website Director to develop workflows and standards to ensure proper formatting, revision and oversight of all content posted online.
- Working closely with department paid staff to lead, train and mentor a team of volunteer staff who will produce and develop audio and written content.
- Communicating with and working closely alongside Impact 89FM's established media partners on podcast content, including City Pulse, The State News, and various organizations.
- Troubleshooting technical issues and equipment problems as they arise.
- Working closely with the Audio Production Director to create and maintain current production elements for podcast intros, outros, trailers, promos, breaks, and other necessary production.
- Working closely with the Art Director to create and maintain current podcast artwork and other promotional graphics.
- Assisting in the gathering of entries for state and national competitions.
- Working with podcast hosts and producers to ensure all podcasts are produced, edited, and uploaded for distribution on the web on schedule throughout the week.
- Working with podcast hosts and producers, along with the Program Director, to ensure all podcasts that are scheduled for FM broadcast are uploaded to the correct online shared space to schedule throughout the week.
- Facilitating new podcasts by working with individuals or groups to develop podcast proposals at the direction of the Station Manager and E-Board.
- Providing show feedback, mentoring hosts, and gathering examples of new trends in podcasting to share with hosts and producers.
- Coordinating, editing and posting podcasts as necessary.
- Participating in established meetings for departments, teams, and other initiatives as necessary and appropriate.
- Representing the station and assisting with required events throughout the academic year as a paid staff member.
- Ensuring compliance with all Michigan State University and Federal Communications Commission regulations, directives and policies.
- Ensuring compliance with copyright and trademark law, and documenting permission when third-party resources are used in published content.
- Working closely with the Executive Board and management staff to broadcast and publish content that aligns with values identified through strategic planning as well as the Diversity, Equity and Inclusion Committee.
- Participating in office and on-air duties as determined by management staff.
- Maintaining all station files and documents in network-based and cloud-based storage systems.
- Filling in where and when necessary to accomplish station goals and objectives.

Reports to:

- Marketing Director

Salary & Hours:

- Student support staff positions start at \$10.00 an hour. There are opportunities for advancement based upon satisfactory performance review.
- This position requires up to 8 hours a week.

Applications will be accepted through May 7, 2021.

Applicants can apply for this position exclusively through the Michigan State University Handshake system at <https://app.joinhandshake.com/jobs/4714678>.

Required Documents:

- **Resume**
- **Cover Letter**
- **Aircheck:** As a separate attachment, submit a sample aircheck. This should be a scoped MP3 file (meaning breaks and music should mostly be edited out) containing at least two segments that showcase your hosting and interviewing skills. Airchecks should be no longer than 10 minutes.

More information about Impact 89FM | WDBM-FM is available online at impact89fm.org.

MSU Student Radio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.