



MSU Student Radio | WDBM-FM  
**Now Hiring: Specialty Show Host**  
Pangea

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

Impact 89FM is seeking a Specialty Show Host for the Pangea Specialty Show, featuring music from a wide variety of genres found around the world. 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 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 genre-specific music.
- Must have live on-air DJ experience.
- Must be available to host and produce the specialty show during its time slot every week.
- 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.
- 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.

## Typical Duties & Responsibilities:

- 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.
- Working with the Live Music Director to schedule artists to perform on the show as available.
- Collaborating with the co-host (if applicable) to create program logs and host live shows each week.
- Maintaining a program log for each week's show and publishing it on the website and social media the day after the show.
- Updating social media accounts for the main Impact 89FM socials as well as the specialty show to preview upcoming guests, promotions, and upcoming concerts.
- Maintaining knowledge of genre-specific local and touring artists coming through Michigan.
- Working with the Live Music Director to work with artists, promoters, agents and venues to schedule in-studio performances.
- Working with Program Director and Media Librarians to curate the genre-specific specialty show music library. This is a digital and physical collection that serve as the basis for the show's sound over the course of many years.
- Communicating with the Program Director to share digital audio files to include in the ENCO DAD radio automation system by given deadlines on a weekly basis.
- Working with the Music Director on screening and selection of music to play on air.
- Communicating with Visual Media Director and Podcasts Coordinator to produce audio and visual content, including podcasts and videos.
- Working closely with the Executive Board management staff to identify programming strategies that align with values identified through strategic planning as well as Diversity, Equity and Inclusion Committee.
- Implementing editorial decisions made by Executive Board and management staff.
- Implementing programming decisions made by Executive Board and management staff.
- Working with the Program Director to program and gather music for specific genre library, addressing show-specific concerns, and communicating requirements as determined by the Executive Board and management staff.
- 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.
- Troubleshooting technical issues and equipment problems as they arise.
- Working closely with the Audio Production Director to create and maintain current production elements for legal IDs, bumpers, promos, PSAs, show intros/outros/breaks and other needed materials.
- Working closely with the Program Director to shape production plan for needed legal IDs, bumpers, promos, PSAs, show intros/outros/breaks and other needed materials.
- Assisting in the gathering of entries for state and national competitions.
- Ensuring all music recommended to play on air meets proper legal clearances and is supplied to the Program Director in the highest possible quality with a great preference for uncompressed audio file formats such as AIFF and WAV.
- Staying current on music and radio industry trends as relevant to the specific specialty show music genre, including reviewing charts and playlists from comparable media outlets nationally.
- 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.
- 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:

- Program 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 2 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/4714676>.

## **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.
- **Playlist:** In your cover letter or in a separate attachment, submit a two-hour playlist of music you would typically program during the specialty show. For each cut, include artist name, song title, and album title.

**More information about Impact 89FM | WDBM-FM is available online at [impact89fm.org](http://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.