

Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission.

Production Director

The Production Director works with everyone at KCSU. The production department has the responsibility to oversee every piece of produced content that goes on-air including promotions, spots, bumps, and underwriting used at KCSU. A creative mind, attention to detail, and a desire to work with Adobe Audition are a must for this position.

Production's Supervisors:

Station Manager, General Manager

Production Director Top Ten Things

1. Produce Underwritings (our sponsorship announcements we play on air for our business partners.
 - a. Check Promosuite for the latest scripts for our Underwritings
 - b. Copy edit the Sales Staff Scripts they send over using FCC guide to help the station stay legal.
 - c. Produce the sales staff scripts using Adobe Audition
 - d. Schedule the promo into Zetta and G-selector to assure they get the required amount of plays.
 - e. Finalize the Underwriting through Promosuite for review. Send final underwriting file back to Ad Staff.
 - f. Store underwriting properly in the KCSU Publish Drive.
 - g. Occasionally, you will host recordings for clients.

2. Work with DJ's to produce Vertical, Horizontal, Legal ID's for show promos.
 - a. Work closely with programming director to contact DJs and podcasters to create legal IDs and promos immediately after starting their shows
 - b. Schedule with DJ's
 - c. Create a script together
 - d. Produce it using Adobe Audition, getting music from Universal Production Music.
 - e. Finalize the promos by making sure the audio sounds quality.
 - f. Upload into Zetta

3. Work with the Promotions Director on upcoming events, both KCSU and business sponsored
 - a. Work with Promotions to get the information about the event. Write an FCC clean script to promote the event.

- b. Produce script and send it to the Promotions Director to be reviewed by the client.
 - c. Upload to Zetta
 4. KCSU self promotion on radio.
 - a. Imaging, What KCSU presents itself as.
 - b. IE: (Promoting the app, Talking about how we represent local music, etc.)
 - i. Imaging points: Community, Human Curated, Local Music Powerhouse, Variety of Programming, Fun
 - c. Create the promotion and upload it for Zetta
 - d. Be creative, funny sometimes, and use sound well!
 - e. Continuously work to improve our airwaves by getting rid of old bumps, promos, PSA's, etc. that are outdated.
 - f. Sometimes Assemble and enter production pieces to be considered for awards (CBI, BEA, SPJ, etc.)
 5. Create Testimonials from important people in the community talking about fundraising
 6. DJ Log updates
 - a. Use G-Selector to get the on-air studio logs in for DJs so they know when to play the underwritings.
 - b. Make it updated for each day.
 - c. Make new Logs every (M,W,F)
 7. Underwriting link Reports
 - a. Get the Underwriting Report from G-selector for the past week every week and send it to the General Manager, Station Manager, CEO of RMSMC, Ads staff, Front Desk. Report covers Friday to Friday.
 8. Keep the Prod Studio Clean
 - a. Clean up junk and reset the board every time you leave.
 - b. Digitally speaking, you are also responsible for keeping the KCSU Publish Drive clean. And, you are responsible for ensuring the KCSU Updates calendar is up to date with reservations.
 9. Be accountable and timely for email and slack communication and on-call if there are prod studio issues.
 10. Ensure all KCSU audio production is of the highest possible quality by leveling audio to proper decibels according to the station handbook standards, by eliminating distortion, using compression, using proper mic technique, editing prowess and more. Repair audio and work on other audio projects as assigned.

All-Staff Responsibilities

All paid staff at KCSU have responsibilities that all staff must adhere to. Some of these include:

1. Hold regular office hours during weekdays from 8am-6pm
2. Have regular sometimes daily correspondence with the Station Manager, and General Manager through Slack, email, and in person
3. Have one on one meetings...
 - a. With station manager and general manager
 - b. With program director for content producers
 - c. With assistants/directors if applicable to department
4. Attend scheduled all-staff meetings
5. Have regular correspondence with your community (e.g. Local director talking to the Fort Collins art community, Sports Director talking to the CSU/Fort Collins high schools' sports teams)
6. Can either answer any questions about KCSU, or if not be able to direct whoever is asking to the correct person
7. Work with the Station Manager host additional shows during DJ-Athon to ensure a full live schedule
8. Assist the Station Manager and Training Director with the Training Liaison of the Week. The training liaison is a staff member, selected by the Station Manager each week, who is called in to work with shadows that are unable to book a show based on our current show schedule. Liaisons host normal staff hours, but when called in to host a show can use office hours.
9. Apply for work study before starting your position. If work study is unavailable, you must turn in the necessary paperwork within the first two weeks of starting work
10. Accurately track your hours each week
11. Uphold the KCSU Mission statement and imaging principles in everything they do.
12. Create and foster an inclusive, welcoming, and professional work environment.
13. Other duties as assigned
14. Listen to KCSU!

The mission of KCSU is to train students to collaboratively operate a radio station that delivers and creates content that informs and inspires our listeners.