

# Executive Team Application - CisternYard Radio General Manager 2016-17

## CisternYard Radio

CisternYard Radio provides the College of Charleston community with independent music and programming. CisternYard Radio can be heard via the Internet at [www.cisternyard.com/cyr](http://www.cisternyard.com/cyr). The station broadcasts 24 hours each day, 12 of those hours include a disc jockey manning the studio and the other 12 are managed by an automated system. All disc jockeys are expected to undergo thorough training before they are allowed to operate the equipment. Each disc jockey is required to host at least an hour-long program each week, and participate in planning committees, general meetings, programming, promotions, forms and evaluations throughout the year.

NOTE: Applicants must be full-time, enrolled students at the College of Charleston and have a minimum cumulative GPA of 2.0. Qualified applicants will be contacted during the week of March 21 to schedule an in-person interview with members of the CisternYard Media Advisory Board on Friday, March 25 between 1 PM and 4 PM. Questions? Please contact Matthew Sager at [sagermv@cofc.edu](mailto:sagermv@cofc.edu).

## CisternYard Radio General Manager Application 2014-15

### About the Position

The General Manager of CisternYard Radio is primarily responsible for the selection, training and supervision of all paid staff and volunteer staff members, the coordination of radio programming efforts and oversight for all CisternYard Radio products and events.

Compensation - set by CisternYard Media Board in April 2016 (~\$4,500) per academic year

Hours - at least 20 hours per week (night and weekend availability required)

Start Date - August 2016 (Welcome Back Week is August 18-22)

### Requirements

- Two years' experience in broadcast journalism or on-air programming (internship and previous CisternYard Radio experience accepted)
- Knowledge of radio production mechanisms/software required
- Proficiency with Mac OS X, GarageBand, LogicPro, iTunes, Audio Hijack Pro, studio equipment, remote recording equipment, and Orgsync.

### Job Responsibilities

- Recruit, train and supervise the radio staff; Assist in training DJ's;
- Develop and manage a complex budget;
- Actively recruit new staff members throughout each semester;
- Coordinate disc jockey training sessions before allowing new disc jockeys to broadcast on air;
- Schedule and preside over regular meetings with the entire radio staff and weekly meetings with the Leadership Team;
- Work with the Technical Director and maintain constant communication with them in regard to equipment needs and maintenance;
- Assign goals and tasks to the Leadership Team and follow-up as needed;
- Create a programming schedule and ensure that radio programming is aired throughout the semester, including overnight hours;
- Oversee all events and promotions affiliated with CisternYard Radio and direct staff members toward appropriate administrative advisers and channels in order to ensure full compliance with procedures and regulations;
- Assist with the ordering of equipment and supplies for area, as needed.

### Qualifications

- Previous work with local media outlets or CisternYard Media organization(s) is preferred
- Professional demeanor and ability to demonstrate diplomacy and tact, as needed
- Excellent communication skills – both written and verbal
- Ability to maintain confidentiality when required
- Ability to work autonomously with limited supervision
- Ability to create a welcoming and inclusive environment and commitment to providing high level of customer service
- Ability to work and maintain focus in a chaotic, high-energy environment

Ability to hold self and staff accountable for maintaining regularly scheduled office hours.

### Expectations

- Attend all CisternYard Media Advisory Board and Executive Team meetings as a voting member
- Meet regularly with the Director of Student Life and Graduate Assistant for Student Media to review status of projects and budgets
- Establish and maintain schedule of office hours
- Attend the CisternYard Media transition retreat – April 9-10, 2016
- Attend LeaderShape CoFC – May 1-6, 2016
- Attend CisternYard Media Welcome Back Week – August 18-22, 2016
- Demonstrate sense of dependability regarding work hours and completion of projects/tasks
- Willingness to learn, as well as flexibility and adaptability to ever-changing situations.

## EXECUTIVE TEAM APPLICATION

Name: [Required]

CWID: [Required]

Email Address [Required]  
MUST be your CofC email address  
Valid input:  
- name@myschool.edu

Phone Number [Required]  
Valid input:  
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Major: [Required]

Cumulative GPA: [Required]  
Cumulative GPA must be at least a 2.0 and will be verified.

Expected Graduation Date: [Required]

Confirm by initialing that you will be present during the following mandatory training dates for executives, if hired: Required Dates: April 9 and 10, 2016. [Required]

Please indicate whether or not you have attended LeaderShape CofC before. If not, you will be required to attend on May 1-6, 2016, if hired. Initial below to state your awareness of this. [Required]

T-shirt size? [Required]  
Valid input:  
- Select only one choice.

- Small
- Medium
- Large
- XL
- XXL
- XXXL

## APPLICATION MATERIALS

Application Materials:

The following items should be uploaded for your application to be processed:

1. Professional resume and cover letter
2. Two letters of recommendation: from a faculty member of previous employer addressing your strengths and degree of experience in regard to the position and organization
3. Two writing samples: professional/public relations and radio broadcast script - you may also submit an actual recording of your show or script.

Attach two letters of recommendation  
You can combine your letters of recommendation into one PDF. If your reference wishes to remain confidential, please have the letter emailed to sagermv@cofc.edu.

Attached Writing Samples/Examples of Work Here [Required]

Attach recordings here (optional)

Upload Resume and Cover Letter Here [Required]  
Attach Resume and Cover Letter Here

Upload Answers to Application Questions Here [Required]

Please complete the following questions and attach the document to your application:

1. Why do you think is the most important role of someone in this leadership position?
2. What are your expectations in regards to the time commitment required by the General Manager position, both in and out of the office? Are you prepared to commit yourself to this position?
3. Please elaborate on experience listed on your resume that would be most relevant to your work at CisternYard Radio should you be selected for the position.
4. What content or programming do you think would help improve CisternYard Radio?
5. How would you make CofC students more aware of CisternYard Radio, and how will you encourage their involvement?