

TITLE: <u>Music Coordinator</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE338</u>
UNION: <u>P&A – Local 1979, U.A.W.</u>	SALARY GRADE: <u>10</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

POSITION PURPOSE

Provide support for daily music programs by maintaining music library, interfacing with record companies, processing on-air musical program elements, and assisting with live on-air performances and event promotions, to develop listener support which in turn promotes the mission of WDET-FM.

ESSENTIAL JOB FUNCTIONS

- Maintain record library to ensure music holdings are current and accessible. Review, categorize and input new recordings. Monitor library maintenance to ensure accurate record keeping of music inventory, e.g. develop new sections, convert documents, thin out sections, etc.
- Participate in station ticket giveaway programs to interface with promoters on concert information and giveaway details; develop contest forms and write related scripts.
- Interface with record labels and music listeners; respond to general inquiries providing information as requested.
- Assist in coordination of live on-air performances and event promotions; handle music hospitality tasks. Contact record labels to obtain promotional recording materials for air.
- Serve as substitute or fill-in music program host and producer for music programs. Provide functional supervision to department interns; train in appropriate procedures; assign and review work.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to function as a back-up to the Assistant Music Director, serve as the station's music librarian, and substitute fill in on-air host and producer. Work activities involve interfacing with record companies, assisting in coordinating live on-air performance and event promotions and responding to listener requests. Work activities require knowledge of various music genres and artists consistent with the WDET format; previous on-air radio experiences, and ability to prioritize tasks. May provide functional supervision to part-time intern staff. This classification is typically assigned to WDET-FM and reports and receives work direction from the Music Director.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Broad knowledge of various music genres.
- Reasonable radio and records experience; previous non-commercial radio experience a plus.
- Ability to handle multiple tasks and prioritize assignments.
- Previous on-air experience.