**KCSU Staff Application**

Please fill out all the required forms and return in a PDF document to sbulkley131@gmail.com. All applications are due by Monday March 21st by 5pm. When you return to campus, ensure you sign up for an interview time (located on the KCSU office door). Interviews will take place between March 22nd and March 31st.

Your completed application should include the following.

1. One-page cover letter and Personal Resume
2. Completed Application Form
3. Position Paper responses
4. Student Media Application
5. Myers Brings Results (test found online at please print and attach the results) <http://www.humanmetrics.com/cgi-win/jtypes2.asp>
A screen capture works well. Answer honestly, only you will know your responses. This can help you learn how best to communicate with the team.
6. Please attach a brief paragraph explaining why you want to work at KCSU and how you plan to be a positive impact in the position you’re applying for.
* **APPLICATIONS DUE FRIDAY March 21st**
* **LAST DAY TO INTERVIEW THURSDAY March 31st**
* **JOB OFFERS WILL BE MADE FRIDAY April 1st**
* **WORK STUDY SIGN UP 7:30AM MONDAY April 4th**

**TO: KCSU-FM Management Applicants**

**FROM: Sam Bulkley, Station Manager**

 **Mario Caballero, Broadcast Operations Advisor**

**SUBJECT: KCSU Student Management Team Application Process**

Thank you for your interest in KCSU-FM for the **2016-2017 school year!** A job description for this position is available online. Please don’t hesitate to make an appointment with either of us if you have any questions about the job description or any other matter.

Your application should include:

1. **One-page letter of application to:**

 Sam Bulkley

KCSU Station Manager

Lory Student Center Box 13

 Colorado State University

 Fort Collins, CO 80523

1. **Completed application form**
2. **Personal Resume**
3. **Completed position paper**

Applications will be accepted until this position is filled, but in order to ensure consideration **submit your completed application packet to Sam Bulkley on or before the deadline of 5:00 P.M. on Monday, March 21st.** However we will keep the position open until it is filled.

**In addition to filling out an application, you will need to sign up for an interview on the interview availability sheet in the station when you return from Spring break. You will receive an email confirming the interview time you sign up for.** Please check your email regularly, as interview times may be sent out as soon as March 21st.

The Station Manager hires the student management team. The Station Manager and management team work together with KCSU’s professional advisor: Mario Caballero, the broadcast operations advisor.

All student management team applicants must be full-time (twelve or more undergraduate hours or six or more graduate hours per semester), degree-seeking, fee-paying Colorado State students in good academic standing (2.0 GPA or higher).

All student management team members are to attend two hours of training sessions per week during the year. This includes a legal training session during the semester at a time to be determined. Please alert me immediately if you are unable to attend any of this training.

**\*\*\*\*\*\*KCSU-FM is an equal opportunity employer\*\*\*\*\*\***



 Student Media Application

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CSU ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Phone Number (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a full-time student? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many credits will you be taking while you work here? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you on financial aid? \_\_\_\_\_\_ If so, what type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate Position(s) Desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for seeking employment here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date available for employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planned graduation date? \_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applicant’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Co-Music Director**

The KCSU music directors track every piece of music that enters the station and are responsible for reviewing and selecting music that represents the tastes and trends in the CSU student population. Further, the music directors maintain contacts with the music industry representatives, report to industry publications and are ultimately responsible for maintaining a consistent sound and format for the station. The Co-Music Directors report directly to the Station Manager. Specific duties include:

* Assist the Program and Local Director in scheduling band interviews/In-Studio Performances
* Incorporate listener and KCSU staff input into musical selection
* Encourage participation in local music scene
* Organize weekly meeting with genre directors

Each Director is responsible for the following:

* Posting required call hours, wherein each director has the office to him/herself
* Posting and holding regularly scheduled office hours
* Splitting industry promoters equally, and updating them on a weekly basis with their current records (during call hours)
* Reviewing and screening CDs, and adding CDs to rotation
* Working with and overseeing the Assistant Music Director
* Labeling and inventorying (if that’s a word) incoming music
* Accurately and ethically tracking the top 30 of current rotation and charting to CMJ, along with top 5 adds, before noon every Tuesday
* Maintaining a list of Heavy, Medium and Light rotation CDs, adds and drops for each week, updates DJ Central and emailing that list to the Webmaster
* Attending weekly meetings
* Adding weekly reviews/content to the kcsufm.com website

**Co-Music Director Position Paper**

In a typed paper please answer the following questions from your perspective. Please indicate by number which question you are answering. There is no limit on the amount of writing you may include. Please answer the questions honestly and personally. Include your answers with the rest of your application packet.

1. What, in your opinion, is “college radio”? What is your vision of KCSU, and how does music tie into that vision?
2. How do you think the music directors should decide if a CD receives airplay at KCSU? In addition, what is your idea of diverse music? Give examples of ways that KCSU can cater to such a diverse audience of listeners.
3. What role does music play at KCSU in accomplishing station missions and goals?
4. What specific goals/changes do you have for the music department next year?