**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Production Director**

The Production Director is responsible for overseeing every piece of production that goes on air, and for producing the majority of on-air spots used at KCSU. This person will also be available for training those who want to learn the production aspects of KCSU. A creative mind and experience working with digital audio editing software such as Adobe Audition are a must for this position. This position reports directly to the Station Manager. Specific duties include:

* Produce majority of all on air production 🡪 this includes general KCSU imaging bumps, promos (external and internal), legal IDs, specialty show production spots, etc.
* Edit KCSU studio performances
* Supervise volunteer production staff
* Hold weekly or bi-weekly production department meetings
* Post and hold regular office hours
* Train those who are interested in learning production
* Assemble and enter production pieces to be considered for awards (CBI, BEA, SPJ, etc.)
* Manage production room computer and ensuring clean file space and sufficient file space to operate
* Collect archive of work at the conclusion of the school year
* Attend weekly KCSU manager meetings

**Production 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. In your opinion, why does KCSU have a production department? What are the main goals we should seek to accomplish through the production department?
2. Do you have any experience involving mixing/editing music?
3. Using specific examples, describe how KCSU can improve the production department next year.
4. Please include an aircheck tape/CD of any production work or experience you may have.