**KCSU Staff Application**

Please fill out all the required forms and return in a PDF document to bryanateisl@gmail.com. All applications are due by Monday March 27th by 5pm. When you email in your application, include all the times you are available for an interview between March 27th 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.
* **APPLICATIONS DUE MONDAY March 27th**
* **JOB OFFERS WILL BE MADE FRIDAY March 31st**

**TO: KCSU-FM Management Applicants**

**FROM: Bryan Teisl, Station Manager**

 **Hannah Copeland, Audio and Music Student Media Adviser**

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

Thank you for your interest in KCSU-FM for the **2017/18 school year!** Please don’t hesitate to make an appointment with either Hannah Copeland, or I Bryan Teisl, if you have any questions about the job description or any other matter.

Your application should include:

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

 Bryan Teisl

KCSU Station Manager

Lory Student Center Box 13

 Colorado State University

 Fort Collins, CO 80523

1. **Completed application form**
2. **Personal Resume with at least two references**
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 Bryan Teisl on or before the deadline of 5:00 P.M. on Monday, March 27th.**

**In addition to filling out an application, you will need to sign up for an interview. Include all the times you are available for an interview between March 28th and April 2nd in your application email.**

The Station Manager hires the student management team. The Station Manager and management team work together with KCSU’s professional advisor, Hannah Copeland.

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 training sessions as scheduled and approved by the station manager and existing KCSU staff.

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

**All-Staff Responsibilities**

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

1. Hold regular office hours
2. Have regular correspondence with the Station Manager, and the Professional Advisor through Slack, email, and in person
3. Have weekly meetings with the Station Manager or Professional Advisor to set goals
4. Attend all weekly, all-staff meetings
5. Have regular correspondence with your community (e.g. Local director talking to the Fort Collins art community, Sports Director stalking 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. Apply for works 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
8. Accurately tracking your hours each week
9. Listen to KCSU!

 **Local Music Director**

The Local Director is KCSU’s front line for local Fort Collins/ Northern Colorado content. This position will often work on the ground getting information about local events, shows, scheduling in-studio shows. Additionally, the Local Director will help promote local events. The Local Director reports directly to the Station Manager and the Professional Advisor.

Since the Local Director will be working with the Fort Collins musicians more than other departments, KCSU is looking for someone who is:

* Well-spoken and patient
* Passionate for the Colorado community, and its culture
* Ideally a local from Northern Colorado, although it can prove fruitful to be eager to learn about the area
* Willing to learn about on-air production and recording

Your responsibilities as Local Director would be to:

* Oversee, set-up, break-down, and book all in-studio sessions (two a week)
* Work with Production director to master In-Studio Performances (ISP’s) for vaulting
* Mediate conflict and ensure all artists follow KCSU & FCC guidelines
* Create and maintain a list of all guests ready to present to the Program Director
* Ensure that each guest reads, understands, and signs a guest sheet
* Screen all local CDs sent to your email
* Update local/in-studio section of rotation
* Establish an acceptable music format with the Music Director(s)
* Ensure the programming schedule is printed in local media
* Delegating tasks to volunteers and staff if any help is needed
* Work with the Programming Director to ensure local artists make up a significant portion of on-air content
* When local content is sent to you, reviewing it and establishing if it should receive air-play
* Work with the production department to make sure all in-studios are recorded well and vaulted for on-air use

**Local 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 local culture tie into that vision?
2. What do you enjoy about Fort Collins and northern Colorado? Explain how you would interact with local music and events events.
3. How will you, as Local Director, decide if a band/artist receives airplay at KCSU? How will you keep the Local Department at KCSU fresh and cutting-edge?
4. What do you think KCSU’s local department does well? What does it not do well? What goals do you have to develop the local department at KCSU?