

KSDB EXECUTIVE STAFF

JOB DESCRIPTIONS + RESPONSIBILITIES

SPRING 2016



Website Director Job Description/Responsibilities

The Website Director position is currently designed to be the main source of direction and development for KSDB's website. As an Executive Staff member directly involved with our online presence, the Website Director will be given valuable experience and responsibilities directly involved in web content creation and curation while contributing significantly to KSDB's overall mission. This position requires someone who has basic understanding of WordPress (or is a quick learner) and consistency and discipline to mandate regularly delivered content. The Website Director will be required to keep the KSDB website updated with current station information, staff contact information, as well as developing exciting, fresh content that showcases the work at the station as well as the greater K-State and Manhattan community.

Additionally, the Website Director will manage the rest of the Executive Staff and student enrollment on upcoming features and deadlines. This position will require ten to fifteen (10-15) hours of work each week. Furthermore, the Website Director will be expected to provide positive feedback and constructive criticism to fellow Executive Staff members. This position requires a team-oriented mindset and the willingness and ability to respond positively to feedback and constructive criticism given by other Executive Staff members. The Website Director will be expected to be a contributing member of the KSDB Executive Staff who responsibly upholds the KSDB Mission Statement and will be granted the freedom to discuss original ideas with fellow staff members.

Reporting line:

- Reports directly to the Station Manager. Advised by Program Director and fellow Executive Staff members

Overall responsibilities:

- Maintains a monthly website posting calendar detailing weekly scheduled posts (album reviews, staff biographies, DJ spotlights) and ensures that posts are appropriately spread out while keeping a consistent posting regimen
- Spearheads weekly content submissions by reaching out to fellow exec staff and enrolled student DJs to delegate content submission
- Oversees all editing and formatting of any and all content that gets published to the site to ensure it has professionalism and a consistent voice
- Reaches out actively to the Music, Promotions, Programming, Sports, and News Directors to gather relevant information to post on the site

- Brainstorms fresh and creative methods of reaching out to our listenership through our online mediums
- Maintains a team-oriented mindset and has the willingness and ability to respond positively to feedback and constructive criticism given by other Executive Staff members

Meeting requirements:

- Attends weekly KSDB Executive Staff meetings and weekly KSDB class meetings
- Maintains five (5) in-office hours and is regularly available for discussion with other Executive Staff members (remaining hours can be completed remotely if approved)
- Attends at least one (1) KSDB sponsored event each month and assists fellow Executive Staff members as needed