

WMEB 91.9 Fm

Position Title: Production Director
Term: 23-24 Academic Year

This is a paid position. Reappointment is possible. 10 hours a week.

The University of Maine's student radio station, WMEB 91.9 FM, is seeking a collaborative and technology-savvy student to aid its audio engineering department. The Production Director is responsible for aiding WMEB's content by keeping promos and PSAs up to date. This position is in charge of taking inventory, ordering, and understanding/teaching how to use station equipment. Also, the Production Director is responsible for aiding live performances and talk shows that involve our sub studio. Close coordination with the rest of WMEB management and DJs is required.

Specific responsibilities include, but are not limited to:

- Promote WMEB philosophy of providing programming that is unique for the greater Orono/Bangor area.
- Maintain equipment inventory, order new equipment when necessary.
- Update Community AdSpace submissions, weekly.
- Collaborate with DJs on their promos, semesterly.
- Update PSAs, monthly.
- Expected to participate in DJ onboarding events.
- Assist in creating the infrastructure and process for use of Studio B.
- Assist in any use of Studio B.
- Help update and design WMEB website (staff project).
- Maintain frequent interaction and communication with WMEB staff and management including active participation in WMEB management meetings, retreats, and related activities.

Qualifications

- University of Maine [Orono] students only.
- Having an interest and some knowledge of broadcasting is preferable.
- Possessing leadership qualities is preferable.
- Self-motivated and organizational skills preferable.

University of Maine students interested in the Program Director position must submit a cover letter and resume to wmeb.manager@maine.edu or in-person to WMEB in Room 164 in the Memorial Union by **April 14th, 2023**. *Incomplete applications will not be considered.*

Please direct questions to wmeb.manager@maine.edu

If you're not familiar with WMEB 91.9 FM, tune in on the radio or on our online stream.