



90.5 KCSU-FM Music Department Job Description + Application Packet

The mission of KCSU is to teach students to collaboratively operate a radio station that offers audio & multi-media education by providing hands-on learning experiences that amplify student voices to create content informing and inspiring our listeners.

Music Department Overview: The KCSU Music Department tracks every piece of music that enters the station and is responsible for reviewing/selecting music that represents the tastes and trends in the CSU and KCSU listening community. Music maintains professional contacts with music industry representatives, reports to industry publications, and is ultimately responsible for maintaining a consistent sound and format for the station, in line with KCSU's mission and image.

Supervision Given and Received: The KCSU Music Department is overseen by the KCSU Program Director with support from the KCSU Station Manager. The Music Director is ultimately responsible for the entire Music Department.

- Specific Music Department tasks are delegated by the Music Director to the Assistant Music Director.
- The Music Director manages the Local Music Director, ensuring that new local music is added to the station and Live In-Studio performances occur every other week.

Preferred Knowledge/Skills/Abilities:

- Clear understanding/willingness to learn about FCC rules/regulations when it comes to what's considered "clean" for radio play.
- Knowledge or willingness to learn about the KCSU automation software (Zetta/GSelector)
- Communication and understanding of timeliness/deadlines.
- Open to a range of music tastes/genres/artists and ensure that the music selected from airplay represents the interests of the DJs at the station and the culture of CSU/Fort Collins
- Kind and welcoming; encourage people to share their musical interests with the station/broadcast.
- Ability to talk about new music releases, artists, ect.

Application Information: For more information about this position, please see the attached document titled "90.5 KCSU-FM Music Department Application." Additional questions and/or concerns can be directed to the KCSU Station Manager **Pat Mathews**, station@kcsufm.com For a full EOE and DEI statement (and other corporate info) visit: rmsmc.com/documents.

– SEE THE FOLLOWING PAGE FOR APPLICATION INFORMATION –

90.5 KCSU-FM Music Department Application

TO: KCSU-FM Management Applicants
FROM: Pat Mathews, Station Manager
SUBJECT: KCSU Student Management Team Application Process

*KCSU is looking for students interested in learning by doing and gaining knowledge through experience. Interested applicants are not expected to know everything about radio equipment.

Thank you for your interest in the 90.5 KCSU-FM Music Department. This document has been created to assist you in the application process, give you an outlook of the responsibilities, and includes all application instructions. Any questions can be directed to the KCSU Station Manager, Pat Mathews station@kcsufm.com.

Your application should include:

1. Resume
2. One-page Cover letter addressed to KCSU Station Manager, Pat Mathews
3. Completed application form (see next page)

Instructions: Email a PDF of your completed application packed to station@kcsufm.com by midnight April 18th. In your email, please include all the times you are available for a 1 hour interview between 9 a.m. and 6 p.m. from April 21st to April 25th.

All Music Department positions are available. In your cover letter, please specify which position you are applying for (you may ONLY be hired for one). You will partake in one interview for this department. All student management team members are expected to voluntarily train with their predecessor at a minimum of 2-hours each week after they are hired.

All paid KCSU staff are expected to apply for non-need work study in early April and use this for their position at KCSU (*unless need based work study has been awarded*). *Work Study Disclaimers:*

- *Colorado State University may conduct background checks on final candidates. Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>*
- **Hourly Pay Rate:** All KCSU positions pay **\$15 an hour**, with hours varying between departments/positions. It is anticipated hours for this position will fluctuate, especially during active KCSU technical issues/emergencies.
 - **The Music Director is a salaried position** and works **12 hours** a week for the **2025-26 academic year**
 - **The Assistant Music Director** works **6 hours** a week for the **2025-26 academic year**
 - **The Local Music Director** works **8 hours** a week for the **2025-26 academic year**
 - **The Music Uploader** works **2 hours** a week for the **2025-26 academic year**
 - All KCSU staff positions must either be a CSU, Front Range, or local high school/college student enrolled for at least one credit hour.
- **Number of Openings: 4**
- **Start Date: August 18, 2025.** Training dates will be communicated after an applicant has been selected for this role.



90.5 FM KCSUFM.COM

KCSU Student Media Application

Date _____

Name _____

Address _____

Phone Number (____) _____ CSU ID Number _____

Alternative Phone Number (____) _____

E-mail _____

Year in school during the **2025-2026** academic year _____

How many credits will you be taking while you work here? _____

Approximate GPA _____

Major _____

Indicate Position(s) Desired _____

Date available for employment? _____ Planned graduation date? _____

Additional Comments _____

Applicant's physical or

e-signature _____