



90.5 KCSU-FM Production Director 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.

Production Director Overview: The Production Director works with everyone at KCSU, overseeing every piece of produced content that goes on-air including promotions, spots, bumps, and underwriting used at KCSU. A creative mind, attention to detail, and a desire to work with Adobe Audition are a must for this position.

Supervision Given and Received: The KCSU Production Director reports to the KCSU Station Manager.

Preferred Knowledge/Skill/Abilities:

- Strong accountability and clear communication skills spanning different messaging platforms.
- Familiarity with Adobe Audition or similar audio editing software.
- Willingness to quickly learn our automation software (Zetta and GSelector).
- Strong knowledge of utilization with Google Calendar
- Organized time management skills.
- Ability to script and perform voice-overs
- Creativity and empathy.
- Strong interpersonal skills
- Task delegation/prioritization

Application Information: For more information about this position, please see the attached document titled "90.5 KCSU-FM Production Director 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 Production Director Application

TO: KCSU-FM Management Applicants
FROM: Pat Mathews, KCSU 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 Production Director Position. This document includes all application instructions. This document has been created to assist you in the application process and give you an outlook of the responsibilities. Any questions can be directed to the KCSU Station Manager, Pat Mathews.

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)
4. (Optional) Any relevant produced audio files or portfolio material

Instructions: Email a PDF of your completed application packet 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 9am and 6pm from April 21st to April 25th.

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 Production Director** works **12 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:** 1
- **Start Date:** **August 18, 2025**. Training dates will be communicated after an applicant has been selected for this role.



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 _____