



WLTl Radio Management

Application 2023-2024

Who Are We?

The most awarded high school radio station in the nation, WLTl broadcasts on-air at 88.1 FM, online at WLTl.net and on the free WLTl smartphone app from our state of the art studios at Lyons Township High School's historic North Campus. Six-time winner of the John Drury Award for Best Radio Station in the Nation, alumni from WLTl have gone on to work for companies such as ESPN, CNN, NBC, Entercom Radio, Tribune Media and more.

What Involved in this Course?

If you are accepted to be a manager at WLTl, you will enroll in Media Arts: WLTl Management, a Language Arts Elective course offered at the accelerated level. Students in this course learn radio and business management procedures and practices in areas such as promotions, sales, programming, engineering, news, sports, public service, research and FCC law. Students are involved in the operation and management of WLTl. The course provides actual on-the-job management training and skills in the broadcast curriculum.

Application and Deadline

To apply for Radio Management, read the job positions and descriptions in this packet and complete the application online at <http://www.wltl.net/management-jobs>

The deadline to apply is February 3, 2023 at 11:59pm.

Questions? Do not hesitate to ask! Email Mr. Thomas at cthomas@lths.net or call 708-579-6760. Good luck!

Job Descriptions

Operations & Programming

Operations Manager: Works closely with the faculty advisors to ensure smooth operations of all aspects of the station. Ensures individual departments and their managers/members are completing their tasks and duties as assigned. Coordinates WLTL's awards efforts.

Program Director: Coordinates tryouts both semesters, training sessions and contacts on-air staff regarding schedules, cancellations, etc. Listens to shows to ensure high quality and to offer feedback to air staff. Works with promotions, production, sports and news to create and monitor on-air content.

Assistant Program Director: Assistants Program Director with monitoring and scheduling air staff. Acts as a liaison between programming and music departments.

Sports Director: Plans and prepares broadcasts of major boys and girls sporting events at LTHS. Coordinates weekly sport talk shows and hosts program Thursdays from 8-10pm. Evaluates and trains news sports talent (both play-by-play and talk hosts). Writes bi-weekly blog entries for WLTL.net sport page.

Assistant Sports Director: Assistants Sports Director with their job duties. Hosts Tuesday evening sports talk show from 7-8pm.

News Director: Produces weekly news review program/podcast. Takes lead on monthly, radio management produced news magazine show. Seeks out interviews with community members/leaders on WLTL. Provides community forum on-air when needed.

Marketing & Promotions

Marketing Director: Oversees all of WLTL's promotional, social media and marketing activities. Responsible for inventory of promotional items. Coordinates promotional staff and volunteers for all live events (parades, live broadcasts). Works closely with programming to ensure proper promotion of WLTL shows and events.

Promotions Coordinators: Assistants Marketing Director with their job duties by focusing on a single-area within promotions. Specific focus areas include, but are not limited to: Social Media, On-Air, Personnel, Public Relations and Video/MultiMedia.

Technology

Engineering Director: Maintains equipment and studio furnishings in all of WLTL's studios. Ensures all FCC required logs and tests are completed. Trains staff on equipment as needed. Schedules and coordinates board operators for shows and sports broadcasts as needed.

Website Director: Maintains WLTL's website. This includes creating content for the site and managing staff who volunteer to help make content. Content can include written pieces, photos, podcasts, videos and more. No knowledge of coding is needed for this position.

Music

Music Director: Maintains and expands record/promotion company contacts. Works with music staff and programming to select 3 to 5 new songs each week for WLTL's rotation. Prepares weekly charts for record companies and NACC. Writes bi-weekly blog entry for website.

Assistant Music Director: Assists Music Director with their job duties. Responsible for cataloging and organizing WLTL's music

Music Marketing Director: Assists Music Director by working to promote the new music WLTL plays. Promotion can occur through on-air promos, website materials, printed materials and more.

Creative Services

Production Director: Creates pre-recorded aspects of WLTL such as show and station promos, public service announcements and online specific content as well. Rotates elements on and off of RadioDJ to ensure variety on-air. Works closely with the Imaging Director and assists in their job duties when needed.

Imaging Director: Maintains the on-air brand of WLTL by creating liners, IDs and bumpers. Rotates elements on and off of RadioDJ to ensure variety on-air. Works closely with the Production Director and assists in their job duties when needed.

Podcast Director: Oversees production and publication of both WLTL podcasts and podcasts created by staff. Will be responsible for brainstorming topics, recruiting hosts and guests, editing podcasts, working with promotions to publicize content.

Staff and Development

Fundraising Director: Handles all aspects of WLTl's annual fundraiser from sponsorships to on-air shifts to television/press coverage. Seeks new relationships and maintains previous ones as well.

Personnel Director: Manages the tryout process for WLTl, and then coordinates efforts to reach staff and bring them into WLTl. Keeps staff informed of events via email, text and phone calls. Tracks staff involvement at WLTl.

Staff Development: Coordinates training activities for all staff members. Activities will include booking guest speakers, and distributing training and educational materials. Coordinates monthly staff meetings and trainings. Works closely with Program Director to ensure proper training at the beginning of each semester.