



# KJHK 90.7 FM – Student Radio

KJHK 90.7 FM / 1301 Jayhawk Boulevard / Lawrence, KS 66045

785-864-4745 | Broadcast worldwide at [www.kjhk.org](http://www.kjhk.org)

## KJHK Arts & Culture Staff: Spring 2017 - Job Description

**Term:** February 2017 - April 2017; training to begin at the start of the spring semester in January 2017

**Compensation:** Monthly stipend; amount to be confirmed

**Work Schedule:** Regularly scheduled office and production hours to begin the week of Jan. 23-27; additional details below

### Staff Description and Coverage Areas:

The KJHK Arts & Culture Staff covers art, culture and news on the KU campus and in the Lawrence community. For the Spring 2017 semester, staff members will be selected through an application and interview process; successful candidates will receive a modest monthly stipend.

Staff members will produce radio stories for a weekly news-magazine format FM show. Staff members will also write timely stories for KJHK's web outlets.

Arts & Culture staff members will select areas of interest for coverage, and will also be expected to complete coverage as assigned. Coverage areas will include:

- KU arts: Artist profiles, theater shows, gallery exhibits, etc.
- Lawrence arts: Events (First Fridays, etc.), artist profiles, galleries, etc.
- KU culture: Cultural events, trend/feature stories, feature profiles
- Lawrence culture: Cultural events, trend/feature stories, feature profiles
- KU news: University affairs, Student Senate, student orgs, breaking news
- Lawrence news: City news, breaking news
- Public affairs: Staff will produce longer-form reports on public interest topics

### Overall Responsibilities:

- Completes audio and written reporting assignments for KJHK 90.7 FM and KJHK web outlets.
- Pitches, reports, records and produces work on news, arts and culture topics for KJHK.
- Follows all content standards, editorial guidelines and ethical reporting practices set by KJHK.
- Follows all equipment and space use guidelines. Completes training on all recording, editing and broadcast equipment.
- Uses KJHK audio, video, photo and computer equipment appropriately and exclusively for KJHK-related work. Returns all equipment promptly for regular inventory throughout the semester. Respects KJHK office space and supplies.
- As needed, acts as a lab assistant during regularly scheduled office hours in KJHK's multimedia studios.

### Additional Notes:

- Projects and assignments may require evening or weekend hours, with advance notice.
- For staffers involved with other student media concerns, content creation for KJHK is considered separate from other group media projects or content.

**Reporting Line:**

The Arts & Culture Staff reports to KJHK's Arts & Culture Director for reporting and production assignments. The staff is supervised by KJHK's Content Director and KJHK's General Manager.

**Meeting Requirements:**

- Attends weekly Arts & Culture Staff meetings. This meeting will generally run 1 hour and will be scheduled based on the availability staff members give with their applications.
- Attends weekly Arts & Culture Staff work sessions. These sessions will generally run 1-2 hours and will be scheduled based on staff member availability.
- Attends monthly KJHK All-Staff meetings.

**KJHK Multimedia Lab Responsibilities:**

- Maintains three (3) weekly, regularly scheduled hours during the business day (9 a.m. - 6 p.m., Monday-Friday) in KJHK's multimedia lab in the Kansas Union. These hours will be assigned by the KJHK General Manager, and will be scheduled around the student's academic schedule.
- During scheduled office hours, responsibilities include:
  - Completing online articles, story planning, editing or production work as assigned by the Arts & Culture Director.
  - Assisting KJHK content staff members on production and editing assignments.
  - Assisting with KJHK staff training on multimedia recording and editing equipment.
  - When recording is not in session, keeping the door to the space open/unlocked and greeting staff members and/or visitors.
  - Following all customer service guidelines outlined in the KJHK Reception Desk Policy.

**Coverage and Production Responsibilities:**

- Maintains at least five (5) reporting, production or editing hours weekly. Schedule for these hours will be based on assignments given by the Arts & Culture Director. These hours may be completed on assignment, or the KJHK studios.
- Each staff member will be assigned a weekly on-call day. Office hours will be scheduled during this time, and some reporting/production hours may be completed during the on-call day. Staff members will be expected to be available for assignments that do not conflict with their standing academic or work schedule.
- Each staff member will be expected to produce:
  - 1 audio story/week; more as beat/coverage area allows
  - 1 online article/week; more as beat/coverage area allows
- Staff members will be expected to work ahead as needed to meet deadlines and produce weekly assignments.

**Required Training Dates:**

- New and returning staff members will be asked to complete training sessions at the start of the spring semester in January 2017; these sessions will be scheduled based in part on staff availability
- Additional training workshops will be scheduled throughout the spring semester

**Eligibility Requirements:**

- Candidates must be enrolled as a KU student and in good standing with the University for Spring 2017.

**About KJHK:**

KJHK is the student-run radio station for the University of Kansas. Operating as "the sound alternative" since 1975, the station maintains several student staffs: DJ, Music, Live Music, Archive, Production, Street Team, Arts & Culture, Sports, Multimedia, and Content. KJHK is administered through the Union Programs Office of the KU Memorial Unions, a not-for-profit affiliate of the University of Kansas. The station provides KU students with a unique and personal

development experience centered in the communication of culture and the cultivation of leadership. More information about KJHK can be found at [www.kjhk.org](http://www.kjhk.org).