



# 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 Multimedia Staff: Spring 2017 - Job Description

**Term:** February 2017 - May 2017

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

**Work Schedule:** Regularly scheduled office and production hours to begin the week of Jan. 16, 2017; additional details below

### Staff Description and Coverage Areas:

KJHK's Multimedia Staff creates video, photo and other media content for KJHK and some of its partner organizations. Staff members also act as lab assistants in KJHK's multimedia studios, training peers in the technical aspects of multimedia production.

Multimedia work for KJHK includes:

- Weekly production of the station's award-winning in-studio performance series, Live @ KJHK.
- Promotional, recruitment and documentary videos about the station.
- Assistance with news, arts, sports, music and other staff content.

In addition to producing videos for KJHK, the Multimedia Staff works with the KU Memorial Union's office of Marketing, Media and Programs to produce editorial, promotional and creative content. Partner organizations include Student Union Activities, The Big Event, and the KU Memorial Unions.

### Overall Responsibilities:

- Completes video, photo and audio production and editing assignments for KJHK web outlets and KJHK 90.7 FM.
- Follows all content standards and editorial guidelines set by KJHK and the KU Memorial Unions office of Marketing, Media and Programs.
- Follows all equipment and space use guidelines. Completes training on all necessary recording, editing and broadcasting equipment.
- Uses Union video, photo and computer equipment appropriately and exclusively for Union-related work. Returns all equipment promptly for regular inventory throughout the semester. Respects KJHK office space and supplies.

### 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 Multimedia Staff reports to KJHK's Multimedia Director for production and editing assignments. The staff is supervised by KJHK's Content Director and an assigned KJHK professional staff advisor.

**Meeting Requirements:**

- Attends weekly Multimedia Staff meetings. This meeting will generally run 1 hour and will be scheduled based on the availability staff members give with their applications.
- Attends monthly KJHK All-Staff meetings.
- Attends and assists with recording and production of weekly Live @ KJHK in-studio sessions.

**KJHK Multimedia Lab Responsibilities:**

- Maintains three (3) weekly, regularly scheduled lab assistant hours 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. Lab assistant hours may be scheduled in the evening or on weekends.
- During scheduled office hours, responsibilities include:
  - Assisting KJHK volunteer staff members on production and editing assignments.
  - Assisting with KJHK staff training on multimedia recording and editing equipment.
  - Completing editing work as assigned by KJHK's Multimedia Director.
  - Assisting with multimedia productions scheduled during lab hours.
  - When recording is not in session, keeping the door to the space unlocked and greeting staff members and/or visitors.
  - Following all use guidelines outlined by KJHK staff.
  - Following all customer service guidelines outlined in the KJHK Reception Desk Policy.

**Coverage and Production Responsibilities:**

- Maintains at least five (5) production or editing hours assigned by KJHK's Multimedia Director, to be completed during Union building hours. Production and editing assignments will be based on regular weekly availability, established during training before the start of the semester.
- Staff members will be expected to manage time as needed to meet production deadlines, and to keep up regular communication with the Multimedia Director on assignment progress.

**Required Training Dates for Spring 2017:**

- Training for new staff members will be scheduled for January 2017; dates are to be determined.
- Additional training workshops will be scheduled throughout the spring semester.

**Coverage Dates to Hold for Spring 2017:**

- Saturday, April 8, 2017 - The Big Event (daytime); KJHK Farmers' Ball (evening)
- Saturday, April 15, 2017 - KJHK Farmers' Ball (evening)

**Eligibility Requirements:**

- Candidates for the Multimedia Staff 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).