



KSPU Assistant Media Managers

Time Requirement: 5-10 Hours a week (scheduling is flexible)

Compensation: \$2,000/year

Learning Outcomes

As a result of serving in this role, students will be able to...

- Demonstrate an ability to manage and communicate effectively with a diverse team
- Demonstrate strong interpersonal communication
- Develop creative and inclusive marketing strategies and materials to increase event attendance and visibility
- Demonstrate ability to work independently and on a team; build and sustain collaborative partnerships.
- Identify, describe, and set goals to enhance leadership approach, strengths, and weaknesses in addition to understanding how you operate within a group with a leader.
- Exhibit professionalism and wellness practices in relationships and responsibilities.
- Apply Christian values as foundational framework for leadership and professionalism.

Career & Vocation Match

This position is open to students of all majors and career interests. However, this role may be a great fit for those desiring experience in...

- Social Media Coordinator
- Marketing/Advertising/Public Relations
- Videography/Film Editing
- Communications
- Fundraising
- Media (e.g. news, tv, radio)

JOB DESCRIPTION

Purpose of KSPU:

To provide a supportive community where students can collaborate, explore, and share their passion for music and radio through working as radio DJs, contributing to our student-run music blog (The Panda Munch), and attending and/or participating in a multitude of events featuring both SPU and local musicians.

Who is KSPU?

KSPU is made up of 7 current undergraduate students (1 Station Director, 1 Events Coordinator, 1 Webmaster, 1 Publicist, 1 Broadcast/Music Manager, and 2 Assistant Media Managers). KSPU is managed and supervised by the Station Director position and is one of four media groups on campus (alongside The Falcon Newspaper, Cascade Yearbook, and the Lingua Journal). KSPU's faculty advisor is Liz Gruchala-Gilbert. The KSPU radio station is located in Weter Memorial Hall with windows facing Martin Square.

What does KSPU do?

KSPU runs a 24 –hour student-curated radio stream, where DJs host weekly shows, as well as a music blog (The Panda Munch). KSPU plans and hosts 3-5 campus-wide events throughout the year that carry out our purpose and mission of engaging the student body, showcasing student talent, and working as a bridge between the SPU community and wider Seattle music community. KSPU is responsible for these events from conception and proposal to execution and assessment. In the past, some of these events have included KSPU's Launch Party, Covers Concert (themed differently every year), Charity Fundraisers, and Spring Concert. Additionally, KSPU has provided playlists for SPU Falcon Athletics and Student Life/Club events.

KSPU Position Description

KSPU's Assistant Media Managers are in charge of all social media for KSPU, updating our Facebook, twitter, and Instagram, as well as managing our blog writers and updating the music blog (The Panda Munch). Assistant Media Managers also are in charge of contacting promoters about ticket giveaways and coming up with ticket-giveaway competitions on social media. Their duties are integral to the function of KSPU, because they promote our events alongside our publicist and ensure that the students are engaging with our Internet presence. Assistant Media Managers will work with each other and the Station to Director to develop a social media plan (e.g. how often to post, best practices, etc.)

Qualifications

- Excellent organizational, problem solving, time management, and project management skills
- Detail-oriented
- Ability to work independently as well as in a team environment, while using discretion in decision making and sound judgment in the analysis of challenging situations
- Working sense and practice of conflict resolution
- Strong interpersonal skills, including strong verbal and written communication skills
- Must be able to lift at least 20 lbs. and stand/walk for several hours at a time
- Photography and filmmaking experience helpful
- Demonstrated commitment to diversity
- Experience and expertise in using social media platforms