wgre
91.5 FM
Your Sound Alternative
www.wgre.org

To: All WGRE Staff and Other Individuals
From: Jeff McCall (658-4495)
Faculty Supervisor
Re: WGRE Director Application
Date: October 28, 2026

WGRE is now accepting applications from those people who would like to serve on the WGRE Board of Directors for **Spring Semester, 2027**. The dedication of WGRE's directors is a key factor in our tradition of success. Please consider if you would like to take on a leadership role at DePauw's largest student organization.

We are accepting applications for the positions listed below. Read the description carefully and contact me (x4495) if you have any questions about a job or its duties. Students named to the Board of Directors will be compensated with a one-time stipend toward the middle of the semester. The exact salary will be determined based on budget allowances for next semester. The current salary is in parentheses in the job description.

The application deadline is **Wednesday, November 11, at 4 p.m.** Applications can be downloaded at www.wgre.org or picked up in the lobby of the radio station. Then, they can be brought to the PCCM Administrative Offices or mailed/e-mailed to Jeff McCall at WGRE in the PCCM (jeffmccall@depauw.edu). Please provide a cover letter and the completed application form found below. The form can be filled out online and saved to email or printed out. Please indicate the position you are seeking and then proceed to make a case for yourself. Indicate your goals and objectives for the position and why you are the person to accomplish them. Feel free to attach a resume, writing samples, or other pertinent materials. Also, please indicate if you are willing to accept an alternative position. Your application should be complete and reflective.

Director applications will undergo an initial screening and finalists will be invited in for interviews with me and operations coordinator Chris Newton. Final decisions for the board are made by me and Chris Newton. Every position on the board is open for application each semester.

Thanks for your interest in WGRE.

WGRE Directors

- WGRE directors work as a team to maintain a 24-hour, 7-day broadcast schedule for a full-service college non-commercial, educational station licensed by the FCC. We have been on the air since 1949, and we also stream worldwide.

- ***All full directors*** are responsible for maintaining **transition binders** that explain the work of their department in detail, so that new directors can acclimate quickly when assuming their positions. Any contacts, duties, or project details for each department should be included. Anyone in the department can add information, but the directors must have a completed binder at the end of each semester.

STATION MANAGER - The station manager works closely with directors to ensure that individual departments are running smoothly, as well as the station overall. The station manager also works with organizations like Student Government for funding, and represents the station to the university and the city of Greencastle. ($1,000)

PROGRAM DIRECTOR - The program director works with the station manager in designing and scheduling all WGRE programs. The PD oversees maintaining station program and transmitter logs, monitoring Legal ID logs, and coordinating WGRE's overall sound with the music director. The PD is also responsible for assigning, training, and critiquing all on-air talent. ($900)

PROMOTIONS DIRECTOR - Is responsible for the overall visibility of WGRE on campus, in the Putnam County area, and on the web. This director coordinates on-air and off-air promotional efforts for all station departments, arranging contests and WGRE's philanthropic endeavors for the semester. They also establish and coordinate a promotions staff beyond the asst. directors. Promotion also handles giveaways and help when WGRE supports other DePauw and non-profit activities. ($750)

ASSISTANT PROMOTIONS / UNDERWRITING COORDINATOR - Works to acquire funding support for WGRE programs under the supervision of the general manager and station manager. Establishes and maintains contacts with local sponsors and underwriters. ($600)

ASSISTANT PROMOTIONS / SOCIAL MEDIA COORDINATOR - Works in conjunction with the Promotions Director in promotional efforts and underwriting, but also specializes in developing and implementing social media presence for the station. This could also include taking photos of WGRE events for social media and the website ($600)

MUSIC DIRECTOR - Coordinates the overall music format (College Alternative). The MD is In charge of organizing and maintaining the music library and choosing new music for broadcast. The director works to promote the music WGRE plays, including writing music columns for the newspaper and the WGRE website, and working with promoters on music-related promotions. The director also establishes and coordinates a music staff. ($750)

ASSISTANT MUSIC DIRECTOR - Assists music director in all aspects of the music department. ($600)

PRODUCTION DIRECTOR - Assures equipment is in proper operating condition and works with PD to assure on-air staffers are technically competent. Works with WGRE engineer identifying and correcting issues. The position oversees production of talk shows, athletic broadcasts, promotional, and PSA/Promo announcements for WGRE. The Prod Director manages production room usage, and establishes and coordinates a production staff. ($750)

ASSISTANT PRODUCTION DIRECTOR - Assists production director in all aspects of the production department. ($600)

NEWS DIRECTOR - Serves as WGRE's chief news editor to see that area and campus news is covered fully. The ND coordinates the work of the assistant news directors and works to include Electronic Journalism classes in the day-to-day operation of the news department. The director should assign news “beats” to the assistants and always work to cover news of interest to our audience. The news department also hosts a weekly public affairs news show which requires scheduling interviews with university and city newsmakers. WGRE also carries the Associated Press written and audio news. ($750)

ASSISTANT NEWS 1 - Assists news director in all aspects of operations. ($600)

ASSISTANT NEWS 2 - Assists news director in all aspects of operations. ($600)

SPORTS DIRECTOR – Works with DePauw Athletics and Sports Information to coordinate play-by-play and reporting coverage of DePauw and county high school sports teams, and programs two weekly talk shows with guests, focusing on DePauw, and national/international sports. Screens, assigns and critiques sportscasters for daily sportscasts and play-by-play. Establishes and coordinates a sports staff. ($750)

ASSISTANT SPORTS DIRECTOR - Assists sports director in all aspects of the sports operations. ($600)

NOTE: Complete and attach the application information sheet as the first page of your application, which should include a cover letter/statement from you and any other supporting information you would like to provide.

Application For WGRE
Board of Directors

Name: _____ Student ID:_____

Campus Address/ UB Box : _____ Phone: _____

Email: _____ Year in School: _____ GPA (optional): _____

Home (Permanent) Address and Phone:

_____

_____

_____

▶ Please list your experience at WGRE:

▶ Please list other media experience:

▶ Please list other campus activities in which you are involved:

▶ WGRE Director position for which you are applying:

▶ Alternate WGRE Director positions for which you would like to be considered:

Signature: _____ Date: _____