



To: All WGRE Staff and Other Individuals
From: Jeff McCall (658-4495)
Faculty Supervisor
Re: WGRE Director Application
Date: October 27, 2025

WGRE is now accepting applications from those people who would like to serve on the WGRE Board of Directors for **Spring Semester, 2026**. 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 **Monday, November 17, 2025 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.

Here are the positions:

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 helps to maintain FCC files. (\$1,000)

PROGRAM DIRECTOR - The program director works with the station manager in designing and scheduling all WGRE programs. The PD is in charge of maintaining station program and transmitter 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 and in the Putnam County area. Coordinates on-air and off-air promotional efforts for all station departments. Arranges contests and WGRE's philanthropic endeavors for the semester. Establishes and coordinates a promotions staff. (\$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. (\$600)

MUSIC DIRECTOR - Coordinates the overall music sound with the program director. In charge of music services and choosing new music for broadcast. Establishes and coordinates a music staff. (\$750)

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

PRODUCTION DIRECTOR - Assures physical plant is in proper operating condition and works with PD to assure on-air staffers are technically competent. Oversees production of talk shows, athletic broadcasts, promotional, and PSA announcements for WGRE. Keeps production room functional. 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 editor to see that area and campus news is covered fully. Oversees and coordinates the work of the assistant news directors. Serves as WGRE's chief link to wire services and other broadcast outlets for dissemination of local stories of interest beyond Putnam County. (\$750)

ASSISTANT NEWS 1 - Assists in newsroom administration and in writing stories. (\$600)

ASSISTANT NEWS 2 - Assists in newsroom administration and in writing stories. (\$600)

SPORTS DIRECTOR - Coordinates play-by-play and reporting coverage of DePauw and area high school sports teams. 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: You must complete and attach the attached 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: _____