

## Head of Music (Scheduling)



### **Role:**

Head of Music (Scheduling) is responsible for overseeing Moore Student Radio's music logging, playlist management, and automated scheduling. This role involves managing the station's automation, ensuring tracks are correctly logged, categorised, and scheduled using Aiir Scheduler, including organising new additions into the correct categories. The Head of Music (Scheduling) ensures that the station's automated playlists are optimised for different times of day and adjusted for special events or campaigns.

They maintain strong communication with the Head of Music (Library & Uploads) to discuss new releases and ensure they are added to the library and playlists in a timely manner and liaise with the Head of Station Sound regarding any new adverts or imaging that need to be integrated into the station schedule. They work closely with the Station Manager and other exec team members, and ensure that playlists reflect the station's CHR style, diversity, and values. They are also responsible for maintaining accurate records and ensuring that all music played on Moore Student Radio complies with licensing and copyright requirements.

### **Responsibilities:**

- To be effective as Head of Music (Scheduling), it's important that members of Moore Student Radio know who you are and how to contact you regarding music logging and playlist management.
- Lead, support, and coordinate the music logging team, ensuring contributors feel confident and prepared to manage playlists accurately.
- Manage the station's playlists using Aiir Scheduler, including organising new tracks into the correct categories.
- Ensure that the station's automated playlists are optimised for different times of day and adjusted for special events, campaigns, or seasonal programming for the Week Ahead in Advance.
- Maintain strong communication with the Head of Music (Library & Uploads) to discuss new releases and ensure they are added to the library and playlists in a timely manner.
- Liaise with the Head of Station Sound regarding any new adverts or imaging that needs to be integrated into the automated schedule.
- Monitor playlist output and logs to ensure consistency, accuracy, and compliance with licensing and copyright requirements.
- Support and mentor team members and offer guidance and constructive feedback where needed.

### **Skills & Qualities Required:**

- Proficiency with Aiir Scheduler or similar radio scheduling software to manage playlists and automate station output.
- Strong organisational skills to categorise music correctly, maintain the library, and manage automated schedules.
- Attention to detail to ensure accurate logging, compliance with licensing, and correct placement of adverts and imaging.
- Good communication and collaboration skills to liaise effectively with the Head of Music (Library & Uploads), Head of Station Sound, and other executive team members.
- Leadership and mentoring abilities to guide team members and support their development in music logging and playlists and logs are accurate, up to date, and reflect the station's sound.