**XXXX PROGRAMMER**

A XXXX music producer is defined as any individual authorized by the organization to create and/or control content for airplay or to operate broadcast equipment on behalf of the station. Responsibilities are as follows:

* Propose program concept and provide demo to XXXX Program Council, including description of how they meet the XXXX mission
* Upon approval, create radio program, arrange hosts, production, engineering, and other members of the show’s team
* Implement all areas of the specific radio program
* Comply with XXXX policies, record-keeping requirements, and clocks
* Cooperate with evaluations
* Assist with XXXX’s special productions and special production needs
* Raise funds on the air for XXXX during fund drives
* Alert XXXX to any problems or emergencies in the broadcast studio
* Perform a volunteer service at XXXX other producing than one’s own radio show

**Becoming a Programmer and Evaluation**

* Initial interview to discuss topic, compatibility with station goals and mission, and capacity to implement program
* Proposal (using proposal form) and demo tape submitted by producer to Program Supervisor
* Training with XXXX trainer
* Approval by Show Supervisors and Program Council
* Filling a time slot and going on the air

Every programmer must sign an annual programmer agreement in order to maintain status as an active programmer who is able to be on the air. The agreement is based on a number of the items discussed in the XXXX Programmers’ manual.

**Evaluation**  
Program Supervisor will meet with Program Producer to evaluate the program after an initial 13 week trial period.

* If the Program is approved, Program Supervisor will meet with Program Producer annually for evaluation.
* Evaluations may include words of support and encouragement, suggestions for improving the program, or termination of the program.

Program Producers are asked to continually listen to their own shows and self-evaluate on an on-going basis. Please use the list below to evaluate your own performance and decide if there are any aspects that you’d like to improve upon.

* Program is compatible with the XXXX mission
* Programming is engaging and entertaining.
* Program is consistent and reliable with regards to the genre, format and concept (as described in the original program proposal).
* Program is sound and reliable with regards to technical quality.
* Program flows smoothly from track to track.  
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* Spoken breaks on music programs are relevant, informative, engaging, suitable in length for the program and respectful towards listeners. Breaks also periodically include information from the community events and performing arts calendars.
* Programmer portrays XXXX in a positive manner and serves the best interests of the station.
* Programmer reminds listeners that they are listening to XXXX Community Radio at least twice per hour.
* Programmer complies with all XXXX policies and procedures and regulations of the Federal Communications Commission.