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# Example of Director Program Job Description

Our company is growing rapidly and is hiring for a director program. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for director program

* Work with staff to plan, budget, facilitate, and manage all artist projects and programs
* Proactively plan and research future exhibitions and projects, including outreach to artists and audiences
* Act as the interface between the artist, staff, visiting groups and public
* Draft and edit program-related documents
* Coordinate events designed to enhance the impact of programs
* Oversee and develop program evaluations to measure program impact
* Administer annual open call for applications to Session
* Recommend the development of new initiatives to support the strategic direction of the organization
* Coordinate across IBGs to develop an annual budget and operating plan to support the program
* Develop a scorecard and program evaluation framework to assess the strengths of the program and to identify areas for improvement

## Qualifications for director program

* Working with both the GM and sales manager in support of local and corporate business objectives including increasing local market share and listeners, ratings, and revenue
* Implementing content and development of station’s website, social media activities, and online presence to deepen listener relationships (eg, Facebook, contests, Twitter)
* Negotiating, managing, and maintaining key talent under contract (eg, frequent listening/aircheck sessions with on air talent)
* Interviewing, hiring, training, and directing DJs and other on-air talent, along with producers
* Daily PM Drive Airshift
* Creating work schedules for the available pool of on-air talent and scheduling each week's schedule allowing for time off, vacations, and sick days