



Position: General Manager, Cougar Television

Classification: Student Employee (part-time)

Description: The General Manager of Cougar Television is primarily responsible for the selection, training, and supervision of all paid and volunteer staff members, the coordination of programming efforts, and oversight for all CTV products.

Requirements:

- Minimum of 2 years experience in broadcast journalism (internship experience accepted)
- Some Communication coursework completed;
- Proficiency in Macintosh programs and Microsoft Suite

Pay rate: \$7.25-9.00/hr., based on experience.

Work hours: Up to 20 hours per week. Some night and weekend availability required

Position begins: August 2009

Responsibilities

- Hire, train and supervise News Director, Entertainment Director, Executive Producers, News Anchor/Producers and Breakdown Producer
- Develop and manage a complex budget
- Schedule and preside over weekly staff meetings, and provide detailed critiques of all programming
- Work with the Assistant Director for Student Media Organizations and the College of Charleston closed circuit television representative to arrange the programming schedule
- Ensure that all deadlines are met in order for programs to air as scheduled
- Meet with News Director and Entertainment Director to review scheduled assignments and determine weekly programming schedule
- Provide additional training and support to staff members to allow for complete of assignments by established deadlines
- Preview all programming before it is broadcast or uploaded to the website and train new staff members how to properly use the equipment
- Develop retention initiatives to retain paid and volunteer staff members
- Consistently provide oversight and maintenance for CTV equipment and the equipment check-out system
- Monitor tape distribution and ensure that all tapes are returned
- Assists with the ordering of new equipment and supplies for CTV, as needed

Qualifications:

- Excellent communication skills – both written and verbal
- Knowledge of television production mechanisms/software
- General knowledge of office equipment (fax machine, copier, etc.)
- Ability to work autonomously with limited supervision
- Able to use human relations skills to interact with individuals from a variety of backgrounds and to exhibit a positive, helpful attitude
- Ability to work and maintain focus in a chaotic, high-energy environment

Expectations:

- Attend all Cougar Media Network Executive Board and Media Board events as a voting member
- Establish and maintain scheduled office hours
- Meet regularly with Assistant Director for Student Media Organizations to review progress in area
- Attend Cougar Media Network retreat (to be scheduled prior to start of Fall 2009 semester)

- Establish and maintain professional relationships with faculty and staff members in related departments (Communication Studies, Marketing and Communications, etc.)
- Willingness to learn as well as flexibility and adaptability to ever-changing situations