



Position: General Manager, C of C Radio

Classification: Student Employee (part-time)

Description: The General Manager of C of C Radio is primarily responsible for the selection, training, and supervision of all paid and volunteer staff members, the coordination of radio programming efforts, and oversight for all C of C Radio products and events.

Requirements:

- Minimum of 2 years experience in broadcast journalism or on-air programming (internship experience accepted)
- Knowledge of radio production mechanisms/software required
- Proficiency in Macintosh programs and Microsoft Suite
- Some Communication/ Business coursework completed

Pay rate: \$7.25 per hours

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

Position begins: August 2009

Responsibilities

- Hire, train and supervise the Music Director, the Programming Director, and the Station Engineer
- Develop and manage a complex budget
- Actively recruit new staff members throughout each semester
- Coordinate disc jockey training sessions before allowing new disc jockeys to broadcast on the air
- Schedule and preside over bi-weekly meetings with the entire radio staff and weekly meetings with the paid staff members
- Work with the Station Engineer and maintain constant communication with him/her in regard to equipment needs and maintenance
- Assign goals and tasks to the executive staff, and follow-up as needed
- Create a programming schedule and ensure that the disc jockeys adhere to the schedule in both a professional and responsible manner
- Make all of the necessary arrangements to ensure that radio programming is aired throughout the semester, including overnight hours
- Oversee all events and promotions affiliated with C of C Radio, and direct staff members toward appropriate administrative advisors and channels in order to ensure full compliance with procedures and regulations
- Assist with the order of equipment and supplies for area, as needed

Qualifications:

- Excellent communication skills – both written and verbal
- Ability to maintain confidentiality when required
- 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 meetings as a voting member
- Meet regularly with the Assistant Director for Student Media Organizations to review status of projects
- Establish and maintain schedule of office hours
- Attend Cougar Media Network retreat (to be scheduled prior to the start of Fall 2009 semester)

- Demonstrated sense of dependability regarding work hours and completion of projects/tasks
- Willingness to learn as well as flexibility and adaptability to ever-changing situations