

Position Description Examples

General Manager – KXYZ-FM

Audio and Music Student Media Adviser – University XYZ

Work Schedule: Business Hours Mon-Fri, and weekends as needed with the understanding KXYZ is a 24/7 operation.

Job Summary

Provides managerial, coordination, and advising of people and activities for KXYZ 90.5 FM (KXYZ). Responsible for the management, content advising, and advancement of KXYZ's students through KXYZ opportunities. Gathers and uses student input in a collaborative a team-oriented environment. Responsible for growing KXYZ's listenership, content, and overall station presence within KXYZ's listening area. Responsible for KXYZ's annual budget and effective use of resources as allocated by University XYZ Corporation (UNIVERSITY XYZ) CEO. Provides budget management opportunities to students when appropriate. Responsible for overseeing partnerships with clients, including but not limited to media trades and income generating work. Responsible for the station's FCC compliance, license, and other agreements and subscriptions. Maintains and improves station technology in collaboration with KXYZ's contract and student engineers. Assists in the hiring process of KXYZ student staff.

Supervision Received and Given

Receives direct supervision from University XYZ CEO. Supervises all KXYZ people, including staff and volunteers, through management and advising to follow KXYZ's mission and improve its programming and services.

Essential Functions

Management and student relations

1. Provides senior management of KXYZ personnel, technology, policies, and operations.
2. Fosters student leadership experiences by cultivating student input whenever appropriate. Through the student staff, the General Manager supervises 50 to 100 staff and volunteers in the day-today operation of KXYZ.
3. Assists student leaders in planning and implementation of student-initiated activities.
4. Provides primary content advising for all KXYZ outlets including FM content, KXYZFM.com, iTunes, and others.
5. Manages KXYZ staff to ensure monetary and written trade and underwriting agreements with outside clients are met.
6. Sets, develops, and achieves new program objectives to improve KXYZ programming, expand station audience, and advance station's mission to better serve the campus and community.
7. Ultimately responsible for decisions that affect the long-term (greater than 1-academic year) trajectory of KXYZ.
8. Participates in the yearly hiring of KXYZ Station Manager.

9. Approves final hires of KXYZ staff, with the upmost respect and consideration of the KXYZ Station Manager's judgment and vetting process. Participates in KXYZ staff interviews whenever oversight it appropriate. Demonstrates a commitment to hiring an inclusive staff that reflects values of diverse cross-cultural programming and participation of students.
10. Issues disciplinary action to KXYZ personnel or delegates disciplinary action to the appropriate KXYZ staff member.

Resource management

1. Manages KXYZ equipment in collaboration with KXYZ contract and student engineers. Hires and supervises licensed engineers as necessary. Trouble shoots equipment problems and coordinates the repair and purchase of equipment with other staff.
2. Manages the KXYZ budget as allocated by UNIVERSITY XYZ CEO. Provides budget management opportunities to students when appropriate.

Operations management

1. Assumes responsibility for FCC compliance and license. General Manager acts as Chief Operator to ensure FCC rules are enforced including transmitter logs, EAS tests, obscenity/indecency, underwriting, operating equipment parameters, and political campaigns. The General Manager prepares and files FCC documents such as quarterly public issues lists, license renewals, ownership reports, and maintains the public file.
2. Establishes station procedures that serve the station and its listeners. Enforces station procedures and regulations through the training and management departments of the KXYZ staff.

Additional Responsibilities

1. Creates connections within the broadcasting and audio community to improve professional student development and the programming of KXYZ.
2. By direction of CEO, serves as liaison with XYZ State University to provide audio education opportunities to develop mutually beneficial programs and opportunities.
3. Works with student staff to most efficiently manage, preserve, and use KXYZ's data.
4. Reviews and prepares contractual agreements for signature by UNIVERSITY XYZ CEO and UNIVERSITY XYZ Professional staff.
5. Presents a station report to the UNIVERSITY XYZ Board of Directors Annually.
6. Performs other related duties as assigned.

UNIVERSITY XYZ Audio and Music Student Media Adviser

General Summary

Advises UNIVERSITY XYZ personnel on all audio and music operations as needed. Coordinates programs between KXYZ and other UNIVERSITY XYZ branches to create mutually beneficial learning experiences for students. Provides a vision to enrich UNIVERSITY XYZ products to be as robust and effective as possible, in the spirit of a converged media learning experience for students.

Essential Functions

1. Ensures a reasonable open door policy for meetings with UNIVERSITY XYZ students and professional staff about audio matters. Specific meetings may include audio for video, audio underwriting regulations, and content planning and creation of audio products.
2. Oversees or advises on the purchase of audio equipment.
3. Works with UNIVERSITY XYZ ad staff to ensure FCC appropriate sales of underwriting.
4. Creates audio products as assigned and when student production labor is unavailable.
5. Listens to the goals of UNIVERSITY XYZ and suggest ideas to achieve those goals.
6. Assists, organizes, or manages special audio and music events as assigned.
7. Performs other related duties as assigned.

Required Skills for KXYZ General Manager and Audio and Music Student Media Adviser

1. Deep knowledge of sound production using state of the art software and hardware.
2. Understand (or have demonstrated the ability to learn) the technical operations of a radio station.
3. Interact positively with students while balancing student controlled content and company interests.
4. Teach in both a work and academic setting.
5. Adapt and understand new and old audio and radio technologies.
6. Knowledge of elements involved in radio station programming and production.
7. Knowledge of elements in audio, online content authoring, social media management, and marketing strategies.
8. An understanding of signal flow and equipment chain management.
9. Ability to schedule, plan, and attend effective meetings.
10. Exemplary ability to organize content, equipment, data, staff schedules and more.
11. Excellent oral and written communication skills.
12. Ability to work flexible business hours including some weekends due to the nature of a 24/7 radio operation.

Helpful skills

1. An understanding of FCC rules and regulations
2. Video shooting and editing experience
3. Post-secondary teaching experience
4. Writing for broadcast experience
5. Journalistic writing experience
6. Knowledge of logistics involved in event production and promotion.

Qualifications

1. Two years of recent professional experience in audio production and editing
2. Experience in a radio broadcast setting
3. A commitment to innovation and training in sound and music based media methods and practices
4. A commitment to students' First Amendment right to determine media content

5. Passion and intelligence for learning new skills and technologies
6. Demonstrated ability to relate effectively with students, faculty, staff, and other on-and-off-campus constituents, including a strong understanding of, commitment to, and tangible advocacy of multiculturalism and diversity
7. Willingness to learn and be beholden to FCC rules and regulations

Helpful Qualifications

1. Bachelor's degree in communications or a related field
2. Prior experience teaching audio engineering and advising students at a university, college, or secondary institution

Salary and work hour requirements

This is a salaried 35 hours a week position offered by University XYZ, a XYZ State Non-Profit corporation and a IRS recognized a 501(c)(3), tax exempt organization. The position at UNIVERSITY XYZ includes generous vacation and sick leave benefits as well as company contributions for retirement (after a 3-year waiting period) and if needed, contributions to an individual health and dental plan. UNIVERSITY XYZ does not cover company sponsored health plans.

Additional CSU Paid Teaching Opportunities

The position allows for teaching a one credit Radio Workshop class per semester in the Journalism and Mass Communication Department at XYZ State University (depending on the approval of the Journalism Department Chair). The time required for this course is outside of the 35 hour a week UNIVERSITY XYZ commitment. If accepted, it is anticipated that you will teach and prepare for your course for 5 hours each week at UNIVERSITY XYZ offices. You will receive an additional salary per semester directly from CSU.

If qualified there is also an opportunity to teach a three-credit audio production class one semester per year entitled JTC 347. This course covers the fundamentals of audio including the recording and post-production of musical artists using the CTV Channel 11 music-recording studio. You are expected to manage the music recording equipment of the CTV studio. If accepted, it is anticipated that you will spend 10-15 hours each week preparing and teaching JTC 347, in addition to your 35 hours a week at UNIVERSITY XYZ. You will receive an additional salary per semester directly from CSU.

CSU Journalism also encourages you to participate as an adviser to five students participating in a one-credit practicum, or internship, program. If you accept, you will advise these students during business hours as part of your UNIVERSITY XYZ work. These students are eligible to assist you with work at KXYZ or any UNIVERSITY XYZ outlet.