

Radio Laurier Position Description: Brantford Station Manager

Job Title: Brantford Station Manager

Reports To: Station Manager, Radio Laurier

Position Description: The RL Brantford Director is responsible for overseeing the day-to-day operations of Radio Laurier in Brantford. The RL Brantford Director hires and supervises the work of all Radio Laurier volunteers and managers in Brantford.

Application: Submit an updated resume and cover letter that outlines why you would be successful in this role.

Responsibilities Include:

- Adhere to the WLUSP Code of Conduct
- Attend all management meetings unless due warning is given to the Station Manager
- Attend all other meetings or conferences as required by the Station Manager
- Hire, orientate and train all Brantford volunteers
- Meet regularly and supervise all DJ's and Management
- Conduct regular general RL Brantford volunteer and Management meetings
- Facilitate regular workshops for all volunteers
- Liaise with the Brantford Manager regarding disciplinary process as needed
- Ensure effective promotion and production is being done on the Brantford Campus.
- Sit on the Programming Committee
- Liaise with the Station Manager and Program Director about Brantford Content.
- Attend all Brantford staff meetings unless due warning is provided to the President
- Represent Radio Laurier at all meetings and conferences as required
- Work with the President and Station Manager to make a Strategic Plan for Radio Laurier
- Ensure and assist both the Brantford Promotions Manager and the Brantford Production Manager achieve their outlined duties
- Any other reasonable duties as required by the President or the Station Manager
- When using social media in regards to Radio Laurier or WLUSP, the staff member is expected to conduct themselves in a respectful and professional manner