

## **Station Manager - Radio Laurier**

### **Job Description and Priorities**

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#### **Position Description:**

Hired by the President/Publisher, the Radio Laurier (RL) Station Manager is responsible for overseeing the day-to-day operations of RL. The Station Manager hires and supervises the work of all Radio Laurier volunteers.

**REPORTS TO:** President, Publisher

**SUPERVISES:** Radio Laurier Management, DJ's and General Volunteers

**TERM OF OFFICE:** May 1, 2021 to April 30, 2022 for 35 hours/week

#### **RESPONSIBILITIES:**

1. Ensure that content is being created and broadcasted by volunteers and staff on the Radio Laurier website on a consistent and regular basis, while maintaining a high quality of work within those broadcasted shows
2. Responsible for hiring management team and overseeing the hiring process for general volunteers
3. Ensure volunteers are oriented and trained
4. Meet regularly with management team
5. Manage all direct report staff and ensure the effective supervision of all staff and volunteers
6. Ensure that Radio Laurier volunteers are informed of and complying with policy, code of conduct, etc.
7. Facilitate regular professional development activities for Radio Laurier volunteers
8. Oversee and participate in activities undertaken to recruit and orient new Radio Laurier staff and volunteers, such as booting and workshops
9. Conduct mid-year reviews for Management team and assist the Management team with preparing mid-year reviews for DJs
10. Prepare and manage the Radio Laurier department budget for President and Board approval
11. Attend all staff meetings unless due warning is provided to the President
12. Attend all meetings and conferences as required by the President or Executive Director
13. Work with the President to complete a Strategic Plan for Radio Laurier to be presented to the Board of Directors for approval at the last BOD meeting of the fiscal year
14. Prepare a year-end transition report for the incoming Radio Laurier Station Manager
15. Any other reasonable duties as required by the President and Publisher

## About department head positions:

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A publication's department head is responsible for ensuring the production of their publication and, where applicable, their publication's website. They are responsible for maintaining deadlines, overseeing production of content, maintaining consistent quality, preventing any instance of libel or plagiarism, preparing budgets, and managing staff and volunteers.

These roles give you the opportunity to grow your professional skills and challenge yourself in an environment focused on growth and development by creating high-quality products that are enjoyed by the Laurier and Brantford community.

This position will provide a great opportunity to build experience in media, student journalism and creative fields, and allow you the chance to be a part of one of the most inclusive, friendly, and fun organizations on the Laurier campus.

## Application requirements:

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If you would like to apply for this position, please send an email to [president@wlusp.com](mailto:president@wlusp.com) with the following requirements:

- Subject line "Radio Laurier Application: Station Manager"
- Resume (1 page, PDF)
- Platform (30-page maximum, PDF)

*A platform is your vision for the upcoming year. Include your goals for the publication, your experience/what you'll bring to the role, departmental structure, capital asset improvements and any details you feel should be included in your document.*

- Clearly state your name, year of study, contact information and the position you are applying for on a cover page
- Clearly label the sections of your platform
- In your platform, clearly outline all positions and roles within the publication you are applying for. As well, clearly state any changes you wish to implement within those positions or roles if applicable

Upon applying for the position, if successful, you will be contacted by Aaron Waitson, the current President and Publisher, to set an interview date/time.

