

# KTUH GENERAL MANAGER Position 2016—2017

## **Position Description:**

The General Manager of KTUH, 90.1 FM College Radio, is responsible for the daily aspects of the operation, administration, and management of KTUH, the student-run radio station of the University of Hawai'i at Mānoa. The General Manager is in charge of the college radio station programming and operations, on behalf of the Student Media Board, which is the chartered student organization responsible for overseeing all student media on campus. The General Manager serves a one-year term that runs from May 2016 through May 2017.

The KTUH General Manager serves at the will of the SMB and is responsible to the SMB for all phases of KTUH operations. The duties and responsibilities will include, though no limited to, the following:

### ***Administration:***

- Shall maintain a fixed office schedule of a minimum two hours per day and a minimum of 20 hours per week.
- Shall prepare annual operating budget and monthly variance reports for the SMB.
- Shall ensure all fiscal expenditures are consistent within the station's approved budget.
- Ensure tracking account receivables and payables.
- Prepare a monthly summary report of the operations for the SMB.
- Utilize appropriate resources to monitor and evaluate KTUH operations.
- Support and enforce all KTUH operating policies and procedures.
- Comply with all federal, state, city and university regulations and rules; ensure FCC compliance for licenses and reports.
- Serve as primary spokesperson for KTUH.
- Respond to all KTUH inquiries, both internally and externally.
- Establish and execute a plan to promote KTUH on a university and community level
- Update and maintain all KTUH records.
- Serve as a member of the SMB, sustaining a consultative relationship with board members.

### ***Personnel:***

- Recruit, appoint, train and supervise competent student staff.
- Establish and maintain minimum training standards for KTUH staff.
- Evaluate KTUH personnel on a semester basis.
- Evaluate personnel training on an annual basis.
- Serve as primary mediator for internal grievance procedures.
- Report personnel matters to the SMB on a regular and timely basis.

### ***Program Development:***

- Oversee comprehensive, diversified program format and establish standards of program format, supporting KTUH as an education radio station.
- Motivate all station employees and staff toward meeting project goals and objectives as well as be open to developing community partnerships and outreach that will enhance the presence and image of KTUH in the broader community.
- Facilitate audio collaborations, shared content and marketing, with other student media programs (UH Productions, Hawai'i Review, Ka Leo).

- Must attend regular training to improve on technical, management, and leadership skills related to KTUH.

**Minimum Qualifications:**

- Demonstrated ability with radio production.
- Demonstrated ability to communicate clearly, both verbally and in written form.
- Demonstrated ability to organize, update, and maintain all files and fiscal documents.
- Demonstrated skills in programming, organizational management, supervising others, public relations, and budgeting.
- Articulate a philosophy of the role of an educational radio station on a college campus.
- Ability to handle self in a manner conducive to a professional business atmosphere.
- Possess a minimum of 12 credit hours accumulated at UH Mānoa.
- Currently enrolled in a minimum of 6 credit hours for undergraduate or 4 credit hours for graduate students.
- Be a fee-paying UHM student in good standing.

**Desired Qualifications:**

- Prior management experience with KTUH.