

# **UHP GENERAL MANAGER Position 2016—2017**

## **Position Description:**

The General Manager of UH Productions is responsible for the daily aspects of the operation, administration, and management of UH Productions, the student-run video production organization at the University of Hawai'i at Mānoa. The General Manager is in charge of the 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 UHP General Manager serves at the will of the SMB and is responsible to the SMB for all phases of UHP operations. The duties and responsibilities will include, though not 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 initiate, process, and coordinate fiscal expenditures consistent within the UHP's approved budget.
- Produce regular financial reports and regularly track account receivables and payables.
- Prepare a monthly summary report of the operations for the SMB.
- Utilize appropriate resources to monitor and evaluate UHP operations.
- Support and enforce all UHP operating policies and procedures.
- Comply with all federal, state, city and university regulations and rules.
- Serve as primary spokesperson for UHP.
- Respond to all UHP inquiries, both internally and externally.
- Establish and execute a plan to promote UHP on a university and community level
- Update and maintain all UHP records.
- Serve as a member of the SMB, sustaining a consultative relationship with board members.
- Must attend regular training to improve on technical, management, and leadership skills related to UHP.

### ***Personnel:***

- Recruit, appoint, train and supervise UHP staff.
- Establish and maintain minimum training standards for UHP staff.
- Evaluate UHP 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 UHP as an educational video production organization.
- Motivate all 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 UHP in the broader community.

- Facilitate audio collaborations, shared content and marketing, with other student media programs (KTUH, Hawai'i Review, Ka Leo).
- Must attend regular training to improve on technical, management, and leadership skills related to Hawai'i Review.

**Minimum Qualifications:**

- Demonstrated ability with video 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 video organization 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 UHP.