



Castlemaine District Radio Inc T/A MainFM

Position Description Station Manager

THE ORGANISATION:

Castlemaine District Radio (CDR Inc.) operates a community radio license to broadcast across the Mount Alexander Shire and surrounding districts.

A not-for-profit, incorporated association, managed by a Committee and supported by volunteer members and presenters, MAIN FM broadcasts on 94.9mhz on the FM band.

Purpose of the Position

The SM has the responsibility for the daily functioning of the radio station through liaison with a diversity of presenters and volunteers, ensuring the Main Fm service covers the community's issues and interests, and developing our relationships with sponsors, members and community organisations.

Statement of Overall Responsibility

Reporting to a Committee of Management the Station Manager will be responsible for delivering projects and programs on time. This position requires a strong background of working with community organisations and problem solving, familiarity with flexible and adaptable work practices and demonstrated abilities to supervise, manage and co-ordinate personnel and material resources outside your immediate control. The Station Manager will have overall responsibility for ensuring the radio service is delivered within agreed timescales, meets financial expectations and results in customer satisfaction.

REPORTS TO: CDR Committee of Management

WORKING WITH: Program manager/co-ordinator. Treasurer, Technical Officer, Training Supervisor, Program Presenters, OB Team, Office Admin volunteers, Publicists, sundry assistants.

LOCATION: Main fm studios, 1st Floor, Halford st, Castlemaine, 3450

KEY RESPONSIBILITIES:

- Ensure on-air programs are presented consistently and in line with the station's objectives, policies and procedures. (in collaboration with Program Co-ordinator)
- Supervise and support the volunteer staff of presenters, technicians, publicists, program manager and finance treasurer in their respective tasks.
- Providing the day to day interface to the public dealing with enquiries, social media comments, emails and issues raised by the community.
- Managing and initiating improvements in the record managements system(s) ensuring compliance with regulatory standards for finance, equipment registers, sponsorship and membership statistics.
- Co-ordinate with the Sponsorship committee member the recruitment of new sponsors, maintaining existing sponsor relationships and developing plans for new sponsorship opportunities.
- Preparation and management of annual budget (in collaboration with the Treasurer)
- Plan and co-ordinate fundraising activities and initiatives subject to Committee overview.
- Research and prepare submissions and proposals to funding bodies on direction of the Management Committee.

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Reporting monthly to the Committee of Management the Station Manager details the delivery of key objectives, prioritises the importance of issues to be addressed and presents a progress statement aligned to the Business Plan, including financial review.
- Accountable for effectiveness of timelines and delivery of support to internal and external stakeholders
- Freedom to act/ extent of authority is governed by clear objectives, policies and/or budgets as determined by the Committee of Management
- External Liaisons:
The Station manager is expected to communicate with the Media, community organizations, sponsors, and general public.
- Exercise judgment in making daily decisions regarding works under direct control consistent with general guidelines and accepted work practices.
- Work will involve solving problems, using CDR's procedures and guidelines with the application of professional or technical knowledge or relevant experience.
- Guidance and advice would usually be available from the Committee.

SPECIALIST SKILLS & KNOWLEDGE:

- Experience in and an understanding of community organizations and affairs, the role of community broadcasting and the Independent Media environment.
- Experience in fund raising activities.
- Knowledge and Understanding of community development.
- Empathy with people from diverse backgrounds.
- Excellent organizational leadership and interpersonal skills. Demonstrated ability to perform multiple roles and ability to handle many tasks under pressure.

QUALIFICATIONS & EXPERIENCE:

- A current driver's licence.
- Skills and experience in management and leadership of community organizations.
- Experience in the correct preparation and management of documents and records.
- Advanced skills in Microsoft Office suite and other systems

KEY SELECTION CRITERIA:

- Demonstrated experience in a management role including the ability to plan, supervise, and direct the use of resources.
- Demonstrated ability to work closely with volunteers, community organisations and the public from diverse backgrounds.
- Excellent written and verbal communication skills.
- Demonstrated experience in the development and management of budgets, working to strict deadlines and providing a high degree of accuracy.
- Demonstrated ability to work independently; initiate a leadership role and work as part of a team.
- Experience of and commitment to the philosophy and objectives of MAINfm and community radio.
- Demonstrated ability to build relationships and to influence stakeholders, volunteers, contractors and the public in achieving positive outcomes.

TERMS OF EMPLOYMENT

- 22 Hours per week (3 days)
- \$30 per hour plus 9.5% superannuation
- The position is based at the MainFm Studios, Halford Street, Castlemaine

I have read and understand the duties and the terms and conditions of the Station Manager Position as specified above.

Signed _____

Print Name _____

(Work References will be required from successful candidate)