

STATION MANAGER

Position Description

The Station Manager is responsible for the overall management of the operations of Edge Radio 99.3FM. This includes the management of volunteers, supervising staff, financial management, event management and representing Edge Radio in the community. The Station Manager reports to the Committee of Management and is responsible for implementing Committee decisions.

Specific Responsibilities

The Station Manager is responsible for the day-to-day operations of the station, which includes (but is not limited to):

- Governance of a not-for-profit organisation in collaboration with a Committee of Management
- Oversee station finances including expenditure and receipt of funds, management of grant funds and fundraising
- Event management and fundraising activities
- Provide leadership and direction for volunteers, staff and other stakeholders
- Oversee Edge's training programs
- Preparation of grant applications and building revenue streams
- Ensuring compliance with station policies and procedures and record keeping
- Enhance the reputation of Edge Radio in the community
- Engage the station's target community and provide opportunities for involvement with the station.

The position is offered on a part-time, fixed-term basis for 3 days per week (0.6FTE) for an initial period of 12 months with a salary of pro rata \$48,000-\$52,000 plus super.

Selection Criteria

Essential:

1. Experience in a management or senior administrator role, preferably in a community organisation.
2. Excellent written and verbal communication skills.
3. Experience managing budgets and building revenue streams
4. Strong organisational skills including the ability to set priorities and achieve set objectives.
5. Demonstrated ability to work with diverse stakeholders, preferably including volunteers, the community and government
6. Excellent administrative skills including report preparation and record keeping.

Desirable:

1. Experience in community radio station operations.
2. Experience in developing grant applications.
3. Knowledge of the Tasmanian music, arts and entertainment industries.
4. Experience in a training environment.

Further Information

For further information, please contact Kate Nash on (03) 6226 2365 or kate.nash@utas.edu.au

Applications

Applications should address the above selection criteria and include a cover letter and resume. Please email applications to kate.nash@utas.edu.au by 5pm Monday 21 February 2011.