Radio and Television Station Manager

Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the broadcast of informative and entertaining radio programming to the campus and surrounding area. Incumbent is responsible for protecting the radio station’s license; training students for professional work in broadcasting; working with advertising manager to generate and increase revenue sources; teaching classes in the Department of Journalism; and working with broadcast faculty to maintain and increase student opportunities within Student Media. Incumbent relieves supervisor of routine administrative duties and has the authority to exercise discretion and judgment in a wide variety of areas.

Examples of Work Performed
Assures compliance with FCC regulations by reviewing operating logs, licenses, and updating files.

Oversees student television station to train students and increase programming/news opportunities.

Works with Advertising Manager and student sales staff to generate new sales ideas and ensure advertising sales goals are met.

Monitors the operation of the radio station for possible violations or problems.

Coordinates training of student broadcasters through labs in production.

Collaborates with other Student Media departments to lead broadcast initiative in multimedia/converged newsroom.

Develops new programming.

Teaches Broadcast Journalism courses.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Monitors operations of the radio station to ensure compliance with FCC regulations.
2. Trains and teaches students for professional work in both television and radio broadcasting.
3. Assists director and other professional staff as needed.
4. Works with Advertising Manager to generate sales ideas, meet sales goals, and train sales staff.
5. Supervises the broadcast of informative and entertaining radio programming as well as developing new programming.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a
job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to walk; reach with hands and arms; and to use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

**Education:**
Master’s Degree from an accredited four-year college or university in Radio/Television/Film or a related field.

**Experience:**
Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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