

MBSSA Position Description – Station Manager

## **Music Broadcasting Society of South Australia, Inc**

### **Station Manager**

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**Position Title:** Station Manager

**Reports to:** The President

**Reporting to this Position:** The members of the Coordination Committee

#### **Job Summary**

The Station Manager serves as Chief Executive of the Music Broadcasting Society of South Australia and is responsible for the efficient day to day operation of Radio 5mbs 99.9fm and 5mbs.com.

#### **Accountabilities**

The Station Manager assures compliance of the organisation with the terms of its broadcast licence and the Community Broadcasting Society of Australia (CBAA) Code of Conduct.

#### **Delegations**

1. The Station Manager has delegated authority to commit individual amounts of expenditure not exceeding \$1,000. In exercising this delegation, the Station Manager is constrained by the relevant budget line approved by the Board
2. The Board of Directors invests in the Station Manager authority to create such positions and to make such appointments as may be required to ensure the effective day-to day management of the station
3. In collaboration with the Coordinator of Programming and Standards the Station Manager can make changes to programming but may not make changes to the Program Grid without also consulting with the Board.

#### **Qualifications**

##### **1. Basic requirements**

- Previous experience in management and/or recognised tertiary qualifications in management
- Networking and interpersonal skills
- An understanding of the culture of a volunteer-based organisation
- Good written and verbal communication skills
- Proficient computing skills
- Excellent organisational skills with the ability to manage workflow and meet deadlines

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- The ability to work as a part of a team and also independently.

### **2. Some other desirable qualifications**

- Previous experience in broadcasting and/or recognised tertiary qualifications in broadcasting media
- Knowledge of community radio law, processes and procedures and/or a willingness and capacity to develop a good understanding of this area
- An understanding of technical issues associated with the transmission of programs
- An understanding of financial management procedures
- An understanding and appreciation of Classical and Jazz music.

### **Management and Administration**

- Consult and collaborate with Coordinators to ensure that the station operates efficiently and effectively
- Organise and chair regular meetings of the Coordinators
- Seek out and apply for appropriate grants
- Ensure that relevant legislative and legal requirements are met, with particular reference to Occupational Health, Safety and Welfare legislation and broadcast and copyright laws
- Ensure the relevant insurances are up to date and that they adequately cover the needs of the Station
- Address any listener complaints in accord with the CBAA Code of Conduct
- Address any volunteer complaints under the terms of the Dispute/Resolution Procedure Policy
- Report in writing to the Board of Directors each month and attend Board of Directors meetings in an advisory capacity
- Handle relevant correspondence including invoices, complaints, queries, offers, compliments, concerns, etc
- Represent or delegate representation of the Music Broadcasting Society of SA at public functions and attend or appoint a suitable person to attend relevant conferences and meetings locally and interstate as approved by the Board
- Meet with the President at least monthly in addition to scheduled Board meetings
- Maintain close working relationship with the Treasurer and Secretary
- Monitor progress of the station's Strategic Plan and report regularly to the Board
- Ensure the Station premises are clean, secure and safe at all times, to enable all staff to carry out their duties effectively and efficiently.
- Take part in an Annual Performance Appraisal.

(This Position Description may only be amended by the Board of Directors