



KFOX STATION MANAGER

Marketing & Communications

DESCRIPTION

The overall operation of KFOX is the responsibility of the Station Manager. However, that person may delegate some responsibilities to the other members of the KFOX staff. This person will work closely with the ASC Communications Director, the KFOX Music Director, and KFOX Sports Broadcasting Director to ensure the fluid, forward movement of the radio station in all of its areas.

QUALIFICATIONS

This individual should be able to keep a balanced budget, maintain an organized office, and work well to motivate people. It is preferred that the Station Manager has at least one semester of experience as a KFOX radio host, music director, or sports broadcaster. Experience with audio equipment, GoogleDocs, HTML/CSS, iTunes, Hootsuite, and/or public relations will be very beneficial in this position. Most importantly, the KFOX Station Manager must be a strong leader and self-starter with a can-do attitude.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

RESPONSIBILITIES

- Hire and train KFOX Music Director and KFOX Sports Broadcasting Director
- Assist Music Director and Sports Broadcasting Director with hiring and training new radio hosts and volunteer sports broadcasters
- Create posters, fliers, announcements, and other needed promotional materials to encourage student engagement with KFOX
- Maintain and update the KFOX website as needed, utilizing the KFOX social media accounts
- Hold monthly KFOX department meetings
- Organize KFOX promotional events
- Technical management and cleaning of radio station and equipment
- Write all proposals for financial and equipment needs
- Purchase all supplies, promotional items, etc. and keep a balanced budget

- Meet with the ASC Communications Director at least twice a month and support ASC events
- Maintain documentation on the Communications wiki regarding staff responsibilities, policies, and procedures for future committees
- Attend all required meetings, staff training times, and optional events as schedule permits
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook

TIME COMMITMENT

- 10-15 hours weekly (including work in and out of the office)
- For payment inquiries, visit the ASC offices