



## **Position Description**

### **College Radio Adviser and General Manager – KCSU-FM**

**Fort Collins, CO**

#### **Work Schedule**

Business Hours Mon-Fri, and weekends as needed with the understanding KCSU is a 24/7 operation.

#### **Company Description**

90.5 KCSU is the award-winning student-run radio station of Colorado State University. KCSU is a student-run media company producing content beyond 24/7 FM radio including podcasts, live event coverage and concerts, and online content at KCSUFM.com or on the KCSU App. KCSU's format is about 85% new and underground music with the remaining content being a mix of news, talk, and sports.

KCSU's parent company is Rocky Mountain Student Media, a 501 (c)(3) independent not-for-profit Colorado based corporation which houses Collegian Television, College Ave Magazine, The Rocky Mountain Collegian newspaper, Student Video Productions, Tree Stump Films, and other student media producing units.

#### **Job Summary**

The General Manager ensures KCSU is FCC compliant and technically functioning in all three of its recording studios, as well its 10,000-watt transmitter. The General Manager will be designated the station's chief operator by the FCC and will take on the duties that entails. In addition to technology management, the General Manager serves as a positive role model for KCSU's large student staff and volunteers, and advises on content and training. The primary supervisor of all KCSU staff is the student station manager. The General Manager advises the station manager to ensure student staff are meeting their job responsibilities. The General Manager also holds regular but infrequent meetings with staff to offer professional insight into their positions. The General Manager leaves complete editorial control to the students of KCSU, respecting their first amendment rights and the experiential learning environment needed for student content producers to thrive.

The General Manager is responsible for managing the equipment and operations budget of KCSU, as well as some revenue-generating activities. The student station manager will set and manage KCSU student payroll. The General Manager supervises these activities: DJ services, underwriting, and conducts a twice annual fundraising campaign. The General Manager will assist other students in the company upon request, especially the audio and visual units such as Collegian Television.

#### **Supervision Received and Given**

Receives direct supervision from Rocky Mountain Student Media CEO. Advises KCSU students about content upon request. Supervises KCSU students for non-editorial purposes like FCC compliance and meeting job requirements.

## Position Requirements

1. Provide formal and informal training about audio production, broadcast management, and radio operations to students. With students, regularly review and update the accuracy of KCSU training programs.
2. Data and documentation management: Oversee and manage the file storage of KCSU data. With student input, regularly ensure KCSU station documentation is up to date as students develop and change policies.
3. Assumes responsibility for KCSU FCC compliance and acts as FCC Chief Operator.
  - a. As chief operator, file FCC documents EAS logs, such as quarterly public issues lists, license renewals, ownership reports, and maintain the public file.
  - b. Ensures students only broadcast FCC compliant content and assist in editing underwriting and editorial content for FCC compliance upon request.
4. As needed, assist in live audio engineering for broadcast and audio postproduction projects. The General Manager must be able distinguish professional sounding audio from low-quality audio and make repairs to improve the quality where needed.
5. Ensure peak functionality of KCSU's two recording studios and master control facility, using student engineers when possible and contract engineers when needed. Coordinates the repair and purchase of equipment for studios and transmitter. Manage the storage, checkout, and organization of all KCSU equipment in conjunction with KCSU student engineer.
6. Advises the KCSU student station manager on project management, people management, and goal setting for KCSU staff. Assists the station manager as needed to hold KCSU staff accountable through advisory meetings and disciplinary action if necessary. Fosters student leadership wherever possible. Participates in the yearly hiring of KCSU station manager.
7. Advises on KCSU content including music, news, and sports. Answers questions about the production of all content. Works with students to foster new innovative ways to use audio in a modern media landscape. Checks the FCC compliance of all content by requests and listens to KCSU regularly to hear and enforce FCC compliant programming.
8. Using student input, grow KCSU's involvement and listenership to uphold the KCSU mission. Do this through hosting events, social media, and creative broadcasting and podcasting techniques.
9. Manage KCSU's operational budget. Approve and ensure accuracy of student timecards. Work with the CEO to establish annual budget categories such as equipment and promotions. Provides budget management opportunities to students whenever possible and seeks student input on purchases. Oversee and ensure completion of all revenue generating activities at KCSU such as underwriting, DJ services, and fundraising.

## Required Qualifications

1. Respect and embrace student-run departments and student-made content
2. A commitment to students' First Amendment right to determine media content
3. Two years of leadership, teaching, or management experience

4. Two years of combined recent experience in broadcast and podcast technology
5. Deep knowledge of live and recorded audio production using state of the art software and hardware
6. Understand (or have demonstrated the ability to learn) the technical operations of a radio station
7. An understanding of signal flow and equipment chain management
8. Ability to schedule, plan, and attend effective meetings
9. Exemplary ability to organize content, equipment, data, staff schedules and more
10. Excellent oral and written communication skills
11. Ability to work flexible business hours including some non-business hours due to the nature of a 24/7 radio operation
12. A commitment to innovation and training in live and recorded audio production
13. Passion and intelligence for learning new skills and technologies
14. Willingness to learn and be beholden to FCC rules and regulations

### **Helpful Qualifications**

1. An understanding of FCC rules and regulations
2. Video and television production and studio experience
3. Post-secondary teaching experience
4. Writing for broadcast experience
5. Training or experience in journalism
6. Live event production experience
7. Degree in communications or a related field
8. Audience development
9. Social media growth management

### **Salary and work hour requirements**

This is a salaried, 40 hours a week position. \$45,000 to \$52,000 is the expected starting salary. The position at RMSMC includes generous vacation and sick leave benefits as well as company contributions for retirement (after a 3-year waiting period) and if needed, contributions to an individual health and dental plan.

### **Additional CSU Paid Teaching Opportunities**

The position allows for teaching a one to three credit Radio Workshop class per semester in the Journalism and Mass Communication Department at Colorado State University (JMC) depending on the approval of the JMC Department Chair. It is encouraged that the class structure follows KCSU training certification program, which will allow new students to join KCSU and receive class credit at the same time.

If qualified, there is also an opportunity to teach a three-credit audio production class. This course covers the fundamentals of sound, audio recording, and audio mixing. Teaching JTC-347 allows the instructor access to the music recording studio equipment in the Collegian Television studio.

The time required for teaching both courses is outside of the 40 hour a week RMSMC commitment. Pay for teaching these courses is offered through JMC.

## **Rocky Mountain Student Media Corporation Overview**

As the college student voice of Colorado State University and the city of Fort Collins, Rocky Mountain Student Media Corp (RMSMC) exists for two main purposes:

To give CSU students the opportunity to gain valuable on the job training to help them develop the skills to be successful in their post college careers; and to provide news, entertainment, and other content to the CSU and Fort Collins communities.

At the heart of our media production is six award winning, student-run media outlets: The Rocky Mountain Collegian, CSU's daily newspaper and website; KCSU 90.5 FM radio station; Collegian TV; College Avenue Magazine; Tree Stump Films; and CSU Life, a monthly publication for faculty and staff. In addition, RMSMC has 2 video production units (Student Video Productions and OnSpec Video Training Team).

RMSMC also has 6 other student led departments: Business and Operations Support, Marketing, Advertising, Street Team, IT and Web Support, and the RMSMC Board of Directors.

On average, there are 250 students working for or volunteering with RMSMC at any given time, with a normal year seeing over 400 students involved in some capacity. Student Positions are open to any major and to undergraduate, graduate, and part-time students.

### **Equal Opportunity Statement:**

RMSMC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, ancestry, age, marital status, citizenship status, genetic predisposition or carrier status, disability, military status, status as a disabled or other protected veteran or any other protected status under applicable law. In addition to federal law requirements, RMSMC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RMSMC expressly prohibits any form of workplace harassment. Improper interference with the ability of RMSMC's employees to perform their job duties may result in discipline up to and including discharge.

### **Application Information**

Send cover letter and resume to Peter Waack, CEO, Rocky Mountain Student Media (peter.waack@colostate.edu). If you have questions, please email same address. Deadline for applications is July 8, with a start date ideally in mid-August.