

FREMONT OPERATIONS MANAGER (WFRO-FM & WOHF-FM)

DUTIES & RESPONSIBILITIES

Current OM retiring job opening begins April 2018

GENERAL

- This job also includes the titles of Programming Director and Sports Director.

PROGRAMMING

- Duties include overseeing all WFRO/WOHF regular and special programming as scheduled in NexGen (programs, spots, PSAs, imaging, etc.) and Storq (music, network spots, announcer voice tracks, imaging, etc.).

NEWS DEPARTMENT

- Supervise the news department and News Director Tom Fullen. Ensure that timely, pertinent news is broadcast on both WFRO and WOHF Monday-Friday. Tom also makes sure the NexGen and Storq logs stay on time in the mornings, especially between 6:00 and 10:00 a.m. See the separate programming sheet for more information.

PRODUCTION DEPARTMENT

- Oversee the Production Department and Director Russ Rutherford, who works on local and agency programs, spots, promos, PSAs and imaging. Russ also serves as Assistant Program Director.

SPORTS

- Sports duties include planning, scheduling, implementing and broadcasting all football/basketball games/shows for area high schools plus the Bowling Green Falcons, Ohio State Buckeyes, Toledo Rockets and Pittsburgh Steelers.

CONTESTS

- Plan, schedule and implement various contests and ticket giveaways on both stations. Work with Russ, Megan, Sara (in Sandusky) and sales personnel as required.

DAILY DUTIES

- Place the local news/sports audio on the WFRO and WOHF web sites through SoundCloud.
- Update the online EZ Localize system to provide various talking points to the network announcers.
- Update WFRO/WOHF web pages as needed.
- Post to Facebook/Twitter as needed.

WEEKLY DUTIES

- Place the latest Buckeye Speedzone show audio to the WFRO website.
- Place the latest Community Focus show audio to the WFRO/WOHF websites.
- Organize your BAS email as needed.
- Every Tuesday morning, update and print/email upcoming WFRO/WOHF programming schedules to all BAS Broadcasting employees.
- Turn in time sheets for games/remotes/part time employees.

MONTHLY DUTIES

- Retrieve, complete and file monthly streaming reports to Sound Exchange for WFRO and WOHF. Reports are due by the 15th of each month.
- Update 11 x 17 Eagle/Wolf schedule on bulletin board near Main Control Room
- Consult with Tom Fullen and Russ Rutherford and update "Weekend On Call" schedule for at least two months in advance.

VACATIONS

- The Fremont Operations Manager steps in when Tom Fullen and Russ Rutherford are on vacation and/or have days off. When Tom is off, the hours are 5 a.m. to 1 p.m. and when Russ is off, the hours are 9:00 a.m. to 5:00 p.m. See "Substitution Folder" for list of duties.

MISCELLANEOUS

- Work closely with Tom Gardull in Engineering and Joel Witkowski in the IT Department as it pertains with on-air issues.
- Monitor the WFRO/WFRO audio streaming on a regular basis. Make sure the Computer/Tablet/Smart Phone apps are working correctly.
- Program XDS satellite box (online) in advance of all Ohio State games/shows.
- Insure that the garage is organized and clean at all times.
- Make sure that all remote equipment is organized and in good working order.
- Service the two Fremont vans as needed and keep full of gas. Clean inside/outside as needed.

RADIO INDUSTRY DESCRIPTION: RADIO OPERATIONS MANAGER

GENERAL

- Oversees the day-to-day operations of a federally-licensed, community-operated radio station and its various sub-units.
- Oversees, coordinates, and administers a range of operational and administrative activities in direct support of the delivery of 24-hour radio programming by the station. Participates in the development and administration of strategic and operating plans, and evaluates programs for compliance with the overall mission of the station.

DUTIES AND RESPONSIBILITIES

- Oversees and coordinates the continuous, multifaceted daily operations of the radio station, ensuring compliance with broadcast standards, university policies, and relevant federal and state laws and regulations.
- Maintains accurate schedules, records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with FCC rules and regulations.
- Participates in the establishment, organization, and implementation of short- and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness and effects changes required for improvement.
- Directs and administers the provision of day-to-day operation support to the various sub-units of the station, including the non-engineering portions of the station's physical plant, space allocation and utilization, station supplies and inventory, and station safety and security.
- Plans, designs, establishes, and maintains organizational structures and systems that enable community volunteer staff members to effectively accomplish the organization's mission, goals, and objectives.
- Assigns, allocates work, and generally oversees volunteer personnel engaged in continuous station operations; performs recruitment, training, scheduling, retention, problem resolution, and performance management.
- Coordinates departmental workshops, special projects, and events; may serve on unit committees and task forces.
- Develops and implements systems to maintain records on station operations, volunteers, equipment, and compliance activities; prepares regular and ad-hoc reports.
- Provides advice and assistance to senior station management in the planning, implementation, and evaluation of modification to existing operations, systems, and procedures.
- Researches and makes recommendations to management pertaining to acquisition of operating equipment; participates in the development and management of annual operating budgets.
- May provide services as an on-air host, as required.
- Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS

- High school diploma or GED; at least 5 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to develop and deliver presentations.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Records maintenance skills.
- Skill in the use of personal computers and related software applications.
- Knowledge of public radio principles, procedures, operations, and standards.
- Knowledge and understanding of radio communications facilities and distribution systems.
- Skill in organizing resources and establishing priorities.
- Knowledge of inventory management practices.
- Knowledge of public radio organizational structures, workflows, systems, and operating procedures.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of project management principles, practices, techniques, and tools.
- Knowledge of FCC and other federal, state and local broadcasting regulations.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of budgeting and fiscal management principles and procedures.
- Knowledge of facilities management, physical plant, safety, and building safety and security procedures.
- Ability to create, compose, and edit written materials.
- Knowledge of on-air and remote broadcasting processes and procedures.
- Ability to lead and motivate volunteer staff.
- Skills in examining and developing station operations and procedures, formulating policy, and implementing organizational strategies and procedures.
- Ability to oversee, coordinate, and support the execution of continuous broadcast schedules on a 24x7 basis.
- Knowledge of current and developing trends in radio.
- Skill in operating radio equipment.