



## **Job Description for KOCF Station Manager**

Job Title: Station Manager

Department: Station

Reports To: OCF Executive Director

Prepared Date: February 25, 2020

### **Function**

The KOCF Station Manager is the station's chief executive. Part of the station's mission is to enhance the educational purpose and the outreach of the Oregon Country Fair by broadcasting relevant programming to the local community. The Station Manager helps KOCF to meet this mission by maintaining an active relationship with Oregon Country Fair leadership, overseeing the station's business, and maintaining the station's vision in order to bring a high-quality radio experience to the OCF, Fern Ridge, and Eugene/Springfield community.

The Station Manager (SM) leads and manages the KOCF institution. The SM works in cooperation with station leadership and staff to support the station mission.

The SM has an in-depth understanding of radio, music, the radio and music industries, business, promotions and radio production, and the Oregon Country Fair mission and vision. The SM helps define and maintain ethical, editorial, artistic and technical standards for the station. The SM executes station decisions and oversees operations. The SM, as the station's top authority, is responsible for the integrity of all station activities and platforms.

## **Duties**

### *Oregon Country Fair Liaison*

The SM is responsible for maintaining KOCF's relationship with OCF leadership. This includes working with OCF to develop a vision and long-term plan for KOCF and how the station will serve both the OCF mission and the local community, and facilitating the implementation of the vision and plan at the radio station.

### *Station Oversight*

The SM is responsible for managing the business needs of the station, the creative vision of the station, and KOCF's brand in the community. This requires advanced interpersonal skills and diplomacy. The SM is responsible for facilitating communication between these three subsets of station stakeholders, and being able to effectively communicate a cohesive station vision in a variety of settings.

### *Community Relations and Support*

The SM is one of the primary public faces of the station, and represents the station at all levels. The SM is tasked with building strong, lasting relationships with the OCF and local communities that the station serves. The SM seeks opportunities to engage in networking to support the station, and collaborates with station leadership to develop community relationships.

### *Other*

The SM completes other tasks as needed for the station. These may include, but are not limited to, the following: monitoring station compliance with FCC standards, overseeing and creating station committees and workgroups as needed, conferring with relevant staff around any issues with production, budget, volunteer coordination, online presence, fundraising/underwriting, policies, music, or news, conduct interviews, develop ideas for new programming to meet community need/interest, operate and maintain production equipment, read and record PSAs and announcements, direct remote broadcasts, participate in planning and execution of events.

## **Qualifications**

Minimum five years experience in radio preferred. Familiarity with public media programming standards and values. Successful candidate will possess broad knowledge of music, radio broadcasting, radio production, event planning, personnel management, and knowledge of interests relevant to the local and Oregon Country Fair community. Must have ability to work within a live program environment. Must have experience in broadcast production. Must possess effective communication and interpersonal skills. "Big Picture" vision skills are crucial.