



## Station Manager Position Description

<b>Status:</b> Fulltime ongoing	<b>Reports to:</b> Board	<b>Reports:</b> 2-4 P/T	<b>Salary.</b> \$95-\$100K incl super
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### Overview

Radio Skid Row's mission is to be a media organisation that promotes social justice, civil and human rights, and equal opportunity for communities most marginalised in Australia. This includes local First Nations communities as well as Black and other marginalised ethnic groups. The Station Manager is responsible for the overall day-to-day management of the station, including finances, staff, and ensuring access and equity for RSR's volunteer workers. The manager also acts as the Executive Officer to the Radio Skid Row Board of Directors, assists committees and oversees station promotion and fundraising.

### Responsibilities

**Financial Management.** With the Treasurer and accountant, prepare budgets and oversee all station finances, financial reporting and acquittals.

**Staff Management.** Day-to-day management of staff, volunteer workers and contractors, including performance appraisal and staff development, staff and volunteer participation in station planning, and recommend staffing levels and responsibilities to the Board.

**Station Operations.** Oversee day-to-day operations including policies and procedures, sector liaison, public information and promotion, OH&S, legal affairs and insurance, delivering Board reports in a timely manner and Director recruitment/liaison, as well as oversight of all fundraising activities.

**Technical.** Oversee technical contractors and technical priorities, and in conjunction with Technical Subcommittee, provide information and make recommendations to the Board on technical and equipment requirements.

**Committees.** Support station committees including agenda and papers for monthly meetings, attending relevant committee meetings, and policy advice and development.

**Annual General Meetings.** Provide secretariat support and assist the Secretary with notifications, agenda preparation, reports and Board briefings, election process, and annual report.

### Essential skills

- demonstrated high-level organisational skills including financial management, staff and volunteer management, publicity and fundraising oversight, and governance, especially in community and/or media settings
- demonstrated ability to work co-operatively with a wide range of people and community organisations from diverse backgrounds, especially in Blak, black and PoC communities
- demonstrated administration skills including strong written and verbal communications, grant writing and grant management, report preparation, record keeping, policy development and ensuring that decisions are implemented
- demonstrated commitment to the aims and objectives of Radio Skid Row including an understanding of inner-Sydney's marginalised communities, knowledge of the pressing political and social issues and the networks of activists, artists and music specialists in Sydney
- computer and software skills - Microsoft office, Adobe Suite, playout software (Zara), online meeting and collaboration apps. CRM experience would be an advantage.

### Desirable

- Demonstrated understanding of progressive community radio and media generally, as well as social justice ideas and organisations.

Approved by Board: Aug 2023	For review: Aug: 2024
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