



90.5 KCSU-FM Station Manager Job Description

KCSU Mission Statement

The mission of KCSU is to train students to collaboratively operate a radio station that creates and delivers content that informs and inspires our listeners.

Station Manager Position Overview

90.5 KCSU-FM (Fort Collins) serves as a focal point for student self-expression and media skill building at Colorado State University by providing an important forum for music, news, sports and entertainment to a wide listening audience. The Station Manager and KCSU staff are guided by listener interests, media trends, and student media advisors. The Station Manager is the face of KCSU, representing, supporting, and guiding more than 50 KCSU staff members and volunteers.

The Station Manager is responsible for setting the priorities of KCSU staff, while leaving some room for employees to be creative and independent. The station manager must manage the salaries of all KCSU staff by making sure the staff is fulfilling their respective job descriptions and apply disciplinary action when necessary. The Station Manager creates an organization that values inclusion and participation through regular action-oriented meetings with volunteers and staff.

The KCSU station manager is also responsible for understanding KCSU's core technical operations to train staff members.

The Station Manager must ensure that KCSU maintains a clear distinction between news reports and expressions of opinion. News staff must report accurately and without bias to avoid false, defamatory, slanderous, obscene, or malicious content in all forms.

This is a payroll position with the expectation that each workweek will average about 20 hours. The pay is equivalent to 20 hours at minimum wage for a total of 44 weeks: 17 weeks per semester (15 academic weeks, and the week leading into and out of each semester) and 10 summer weeks. The station manager and all student staff must be a CSU student enrolled for at least 1 credit hour.

The Station Manager is responsible for working with the KCSU General Manager to hire all KCSU staff. All student staff and volunteers must be full-time Colorado State students.

Station Manager's Responsibilities

1. Fulfill the KCSU Mission Statement. Ensure KCSU is more than a radio station, but a media production company pursuing new formats to engage and grow its audience and offering modern media training to its students.
 - a. Encourage and maintain an organized/clean environment
 - b. Flexibility outside scheduled hours to assist the station as needed and step in for emergency situations
 - c. Listen to KCSU as much as possible each week to create programming improvements, catch FCC violations to uphold the mission of KCSU.

2. Have a familiarity and/or a willingness to learn KCSU technology
 - a. Schedule the station using Automation Software (GSelector/Zetta)
 - i. Maintain radio scheduling clocks (how radio stations keep automation software controlled to play what they want).
 - ii. Maintain station logs:
 1. A daily PDF schedule for DJs that explain which links to play
 2. Generate a weekly underwriting report, showcasing how many underwritings we have played.

3. Manage KCSU Staff/Departments

The station manager managed all KCSU staff and volunteers, with the exception of KCSU Development and Engineering, which is managed by the KCSU GM. There is still an expectation to check in with these departments as needed.

 - a. Training: Certifies all staff and volunteers on FCC policies and procedures. Leads trainees to become DJs, Podcasters, or Reporters.
 - b. Podcast: Ensure that In-house Podcasts are maintaining their schedule, help with client podcasts, and oversee podcast training.
 - c. Web: Ensure that the KCSU website accurately reflects the timely content being created by KCSU DJs and staff.
 - d. Production: Ensure KCSU Underwriting, promos, and all production airs in a timely manner to satisfy clients and listeners.
 - e. Promotions: Ensure that KCSU is being promoted on all channels to encourage listeners of all demographics to listen to KCSU.
 - f. Programming Department: Ensure KCSU's programming serves everyone in the CSU community, including groups under-represented in the mainstream media. Ensure monthly KCSU meetings are held to keep volunteers involved and build community at the station. Programing departments are co-managed with the Program Director
 - i. Music: Maintains fresh music, and creates an in-house podcast.
 - ii. Local Music: Hosts the bi-weekly live-in studio and procures the local music podcast.
 - iii. News: Ensures that KCSU broadcasts an array of public affairs programs 2-hours each week on The Rocky Mountain Review. The news team creates Quarterly

Issues Programming Reports as designated by the FCC. Produces KCSU News Podcast

- iv. Sports: Hosts Sports shows, CSU Women's Volleyball Play-By-Play and sports reporting
 - v. DJs: Spins the music on KCSU FM.
 - g. Plan and lead staff training sessions in August and January.
 - h. Host Productive Meetings and Lead Productive Bi-Weekly Staff Meetings
 - i. Work with staff to decide KCSU values
 - ii. Facilitate communication and education.
 - i. Hire/Fire/Disciplinary Action
 - i. Ensure staff are trained, encourages, and disciplined officially when needed
 - ii. Prepare job descriptions and conduct job interviews when needed
 - j. Create, post, and enforce regular office hours for the station manager and staff from 8 a.m. to 6 p.m. weekdays.
 - k. Train the next Station Manager
4. Represent RMSMC
- a. Attends RMSMC Board Meetings to give KCSU reports upon request
 - b. Collaborates with other RMSMC Departments:
 - i. CTV, Collegian, SVP, College Ave, On-Spec
 - c. Annual report about KCSU's progress on request
5. Keep Policies/Handbooks Up To Date
- a. Station Handbook: KCSU's Handbook that upholds procedures/policies for the station.
 - b. Staff Handbook: This is a handbook with information on how to do every job at KCSU
 - c. Web Handbook: This is a handbook that details how to use and navigate KCSUFM.com for publishing purposes and more.
 - d. KCSU Publish Drive: This is an archival drive organized by date to access all KCSU published content.
 - e. KCSU Manager's Drive: This is a drive that is used for files that are not ready to be published.
6. Check Communications (Slack, Email, Monday.com, Etc).
- a. Answer all electronic communications thoroughly and within 48-hours.
 - b. Use task management software Monday.com
 - i. Collaboratively update each staff member's tasks during meetings.
7. Leadership
- a. Communicate early and often to all KCSU staff and volunteers.
 - b. Be as transparent as possible.
 - c. Listen, receive, and give feedback.

License Information

KCSU's license to broadcast is issued by the FCC to the Board of Governors of Colorado State University. The Board of Governors allows our parent organization, Rocky Mountain Student Media Company (RMSMC), to use the license through our operating agreement. If KCSU violates FCC policies, the FCC may rescind the KCSU license from the Board of Governors, who may in turn grant the license to someone other than RMSMC.

- This is why station managers must focus on both quality programming and an FCC-clean station. In all content, the station manager must uphold KCSU's image: Community Based, Local Music Powerhouse, Variety of Content, Human Curated, and Fun!

RMSMC Mission Statement

Rocky Mountain Student Media Corporation, an independent non-for-profit organization, is dedicated to community service and enhancing the educational mission of Colorado State University by empowering, training and equipping students to excel in journalistic and other media methods, ethics, critical thinking, and management.

RMSMC Goals

- Empower students through training and to become thoughtful, ethical and skilled media producers in an environment that reflects real world experiences.
- Commit to uphold truth, fairness, integrity, independence, accountability, accuracy, professionalism and minimizing harm as stated in RMSMC's codes of ethics.
- Create and maintain a welcoming environment and diversity in staffing, media content, and access through responsiveness and outreach.
- Protect student control over media content, free from prior restraint or censorship, while encouraging input and advice from KCSU General Manager and Student Media Adviser.
- Serve the community by delivering relevant and timely news, information, and entertainment, and maintaining the public trust by ensuring the public's business is conducted in an open and transparent manner.

Supervision given and received:

The Station Manager supervises the KCSU Staff and their subsidiaries including DJs and volunteers.

- The general manager is the supervisor of the station manager, engineer, and development director.
- The GM reports to the RMSMC CEO.

Application Information:

For more information about this position, please see the attached document titled "90.5 KCSU-FM Station Manager Application." Additional questions and/or concerns can be directed to the KCSU General Manager, Asher Korn: asher.korn@colostate.edu. KCSU-FM is an equal opportunity employer.