



CFBX 92.5FM

The X – Campus & Community Radio serving Kamloops, BC

Station Manager

CFBX is Kamloops' campus/community radio station located on the campus of Thompson Rivers University. The website can be found at www.theX.ca.

Specializing in eclectic and non commercial content, CFBX has been bringing diverse music and spoken word programming to the Kamloops listening area and online community since 2001.

We are seeking a passionate, experienced individual to manage our campus/community radio station. As the radio station manager, you would be expected to supervise the daily operations of the radio station. Duties include coordinating and managing administrative and operational activities, offering the support necessary to deliver the station's radio programming. Participation in this dynamic industry requires continual evaluation of operational processes to ensure compliance and adherence to the station's overall mission.

Working a 32hr/week this job needs a flexible person who is passionate about campus radio, and the opportunities to drive the future of this radio station. The position includes a competitive wage, extended health benefits, and vacation time.

Station Manager:

The CFBX station manager is responsible for the success of the station.

Taking care of the business, technical, and administrative aspects of our radio station, duties include supervision of staff and volunteer base, making financial decisions, and purchasing new equipment. The station manager is accountable to the CFBX board of directors.

Working with our bookkeeper to track and report on the finances of the station; purchases, cash flow, and profits; preparing budgets; and maintaining accountability. The station manager also participates in fund-raising events and grant writing.

The station manager has enough technical knowledge to understand the operation of all station equipment, and is responsible for facilities management decisions.

Responsibilities:

- Adhering to broadcast standards and complying with CRTC rules and regulations
- Maintaining accurate records, regularly preparing and communicating reports

- Managing day-to-day operations, including station inventory and supplies, safety and security, and space allocation/utilization
- Actively participating in defining short and long-term goals, policies, and procedures; monitoring all activity to identify necessary changes
- Maintaining a diverse volunteer base from both community and campus, adhering to the station's mission

Necessary Skills & Qualifications:

- High school diploma or equivalent
- Good grasp of broadcast sales, fundraising, and the mentoring process, with a demonstrable record of success in the field of not-for-profit campus/community radio
- Knowledge of CRTC broadcasting regulations
- Experience with inventory management, promotions, and collections
- Passionate and goal-oriented,
- Ability to communicate with a wide range of constituencies
- Knowledge of on-air and remote broadcasting processes, public radio principles, procedures, operations, and standards
- Knowledge of fiscal management principles; ability to define short- and long-term goals and develop/manage strategies
- Ability to operate radio station equipment
- Knowledge of current radio trends

Preferred Skills & Qualifications:

Facility management experience

Bachelor's degree in broadcasting, communications, or a related field

The X in accordance with its Statement of Principles, encourages applications from under-represented communities, including women, first nations peoples, people of colour, lesbian/gay/queer/transgender, people with physical and mental disabilities, people living with HIV/AIDS and people whose age, education or economic status may be a barrier to employment. The X does not discriminate on the basis of race, sexual orientation, religion, age, ability or class.

Please send a cover letter and brief resume to: cfbxresumes@gmail.com

Closing date: Friday 7 May 2021 at 1600 Pacific

Everyone is thanked for applying; however, only those selected for an interview will be contacted