

Position

FM Project Manager

Paid Staff - \$3000

Supervision

The incumbent shall report to the Station Manager.

Purpose

The purpose of this position is to provide effective day-to-day management of the progression of the frequency modulation (FM) project. The FM Project Manager will research all aspects, and liaise with the different Industry Canada, CRTC, the Station Manager and the Board of Directors with updates. Understanding that as a Not for profit organization the Board of Directors are required for all major purchases and consultation.

Responsibilities

- Communicate and champion the organization's mission and values with third parties such as Industry Canada, CRTC and potentially other radio station as well
- Meet frequently with the Station Manager and other staff members to update them on the progress of the project
- Work with other staff members and cross departmentally to promote Fusion Radio as outlined in the CRTC
- Work closely with the Program Director and Program Quality Manager to ensure DJs are familiar with CRTC expectations
- Work with the Human Resources Manager to create staff in-services pertaining CRTC guidelines so that all staff members are knowledgeable with CRTC criteria and guidelines.
- Work with Marketing Director/Events Manager to execute events within the campus and community to ensure Fusion Radio has a constant presence on campus and in the community
- Manage relationships with important external stakeholders including key suppliers and University administration
- Hold regular office hours to ensure communication across all levels is achieved
- Provide monthly updates to the Board of Directors meetings on the status of the station, the progress towards goals and any major ongoing issues. This can be communicated to the Station Manager beforehand

As well as other related activities that may from time to time arise.

Time Commitment

Approximately 15-20 hours per week.

Requirements

Skills

- Able to communicate effectively both verbally and in writing
- Knowledgeable with equipment usage, CRTC and Industry Canada
- Able to coordinate and organize information and actions
- Able to give full attention to what others are saying, to take time to understand the points being made, and to ask questions as appropriate
- Able to be assertive but still respectful when speaking about rules and procedures
- Able to effectively manage own time and the time of others
- Able to work independently with minimal supervision
- Able to monitor and assess the performance of self and others
- Previous leadership experience is an asset

Knowledge

- Knowledge of alternative ways to communicate and disseminate information via written, oral, and visual means
- Knowledge of the general logistics behind FM is required
- Knowledge of CRTC and Industry Canada is strongly recommended
- Knowledge of radio operations and the operation and structure of a not for profit organization is an asset
- Strong command of the English language

Other attributes

- Good-natured, cooperative attitude
- Honest and ethical
- Reliable, responsible, and dependable
- Sensitive to the needs and feelings of others
- Willingness to take on responsibilities and challenges