



ALLENTOWN, PA

Position Title: Manager, Radio Station WMUH
(75% time, 30hr/week)
Supervisor: Vice President, Public Relations
Classification: Management, exempt

This person, under the direction of the Vice President of Public Relations and in leadership of the station's Management Council, leads the operation of Muhlenberg's radio station, WMUH 91.7 FM. The general manager is responsible for both the continuous, proper operation of WMUH and the successful recruitment and retention of dedicated student and community programmers.

Characteristic Duties & Responsibilities:

- Ensuring both continuous programming and that the station is operational and online at all times
- Recruiting, training and retaining a diverse community of student and community DJs
- Chairs the station's Management Council, which consists of student and community representatives who assist with the operation and direction of the station
- Serving as a liaison for the WMUH community to the College and its neighbors, including extending access to the station's programming and supporting a physical presence for the station at community events
- Demonstrating a willingness to understand and support WMUH's strong campus and community culture
- Assuring compliance with FCC and other federal regulations, including the Roberts Rules of Order and the regular filing of all forms
- Working with faculty and staff to pursue innovative programming reflective of the curiosity and vision of a nationally ranked liberal arts college
- Developing and implementing a plan to increase local and regional prominence of the station, with a particular focus on building sustained station listenership and community interaction
- Advocating for and reporting on the station's budgetary needs, including researching and implementing new methods of station support
- Developing and working with an Advisory Council to plan strategically for the station's future

Entry Qualifications:

1. Baccalaureate degree or equivalent work experience, defined as a minimum of 3 years of radio programming and operational background
2. Familiarity with public and commercial radio, including all federal statutes and operational requirements of a College radio station
3. Have a clear and well-defined vision of advancing WMUH's potential while respecting its current culture, dedicated volunteers and storied history
4. Strong organizational and creative thinking skills
5. Excitement and aptitude for managing and collaborating with a diverse team of student and community station members
6. Demonstrate an aptitude with the information technology required to operate a radio station, including analog & digital sound software, studio operations, scheduling, communications and all aspects of broadcasting