

Tiffin OPERATIONS MANAGER WTTF AM-FM

DUTIES & RESPONSIBILITIES

We are looking for a person with on-air broadcast experience, can work Nexgen, Storq, Adobe Audition, can handle a leadership roll and can work well with our clients and community. This is a well connected and established station in it's community and is highly regarded for it's community involvement.

ON-AIR OM

- On-Air Morning Personality on WTTF AN-FM.

PROGRAMMING

- Duties include overseeing all WTTF-AM-FM regular and special programming as scheduled in NexGen (programs, spots, PSAs, imaging, etc.) and Storq (music, network spots, announcer voice tracks, imaging, etc.).

NEWS DEPARTMENT

- Work with news department and News Director Steve Schoeffner. Ensure that timely, pertinent news is broadcast on both stations Monday-Friday. OM also makes sure the NexGen and Storq logs stay on time in the mornings, especially between 6:00 and 10:00 a.m.

PRODUCTION DEPARTMENT

- Oversee the Production Department, who works on local and agency programs, spots, promos, PSAs and imaging.

SPORTS

- If new OM is interested there can be Sports duties include planning, scheduling, implementing and broadcasting all football/basketball games/shows for area high schools plus Heidelberg and Tiffin University.

CONTESTS

- Plan, schedule and implement various contests and ticket giveaways on both stations. Work with sales personnel as required and make sure contesting rules for each giveaway are up-to-date.

DAILY DUTIES

- Place the local news/sports audio on the web site through SoundCloud.
- Update liners when needed
- Update web pages as needed.
- Post to Facebook/Twitter as needed.

WEEKLY DUTIES

- Place the latest Community Focus show audio to the website.
- Organize your BAS email as needed.
- Every Tuesday morning, update and print/email upcoming WFRO/WOHF programming schedules to all BAS Broadcasting employees.
- Turn in time sheets for games/remotes/part time employees.

MONTHLY DUTIES

- Retrieve, complete and file monthly streaming reports to Sound Exchange for WTTF. Reports are due by the 15th of each month.
- Update employee schedules on bulletin board or via e-mail near Main Control Room

VACATIONS

- The Fremont Operations Manager usually steps in when Tom Fullen Steve Schoeffner and Russ Rutherford are on vacation and/or have days off. When Tom is off, the hours are 5 a.m. to 1 p.m. and when Russ is off, the hours are 9:00 a.m. to 5:00 p.m.

MISCELLANEOUS

- Work closely with Joel Witkowski in the Engineering/IT Department as it pertains with on-air issues.
- Monitor the WTTF AM-FM audio streaming on a regular basis. Make sure the Computer/Tablet/Smart Phone apps are working correctly.
- Program XDS satellite box (online) in advance of all Ohio State games/shows.
- Make sure that all remote equipment is organized and in good working order.
- Service the Tiffin van as needed and keep full of gas. Clean inside/outside as needed.

RADIO INDUSTRY DESCRIPTION: RADIO OPERATIONS MANAGER

GENERAL

- ✓ Oversees the day-to-day operations of a federally-licensed, community-operated radio station and its various sub-units.
- ✓ Oversees, coordinates, and administers a range of operational and administrative activities in direct support of the delivery of 24-hour radio programming by the station. Participates in the development and administration of strategic and operating plans, and evaluates programs for compliance with the overall mission of the station.

DUTIES AND RESPONSIBILITIES

- ✓ Oversees and coordinates the continuous, multifaceted daily operations of the radio station, ensuring compliance with broadcast standards, university policies, and relevant federal and state laws and regulations.
- ✓ Maintains accurate schedules, records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with FCC rules and regulations.
- ✓ Participates in the establishment, organization, and implementation of short- and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness and effects changes required for improvement.
- ✓ Directs and administers the provision of day-to-day operation support to the various sub-units of the station, including the non-engineering portions of the station's physical plant, space allocation and utilization, station supplies and inventory, and station safety and security.
- ✓ Plans, designs, establishes, and maintains organizational structures and systems that enable community volunteer staff members to effectively accomplish the organization's mission, goals, and objectives.
- ✓ Assigns, allocates work, and generally oversees volunteer personnel engaged in continuous station operations; performs recruitment, training, scheduling, retention, problem resolution, and performance management.
- ✓ Coordinates departmental workshops, special projects, and events; may serve on unit committees and task forces.
- ✓ Develops and implements systems to maintain records on station operations, volunteers, equipment, and compliance activities; prepares regular and ad-hoc reports.
- ✓ Provides advice and assistance to senior station management in the planning, implementation, and evaluation of modification to existing operations, systems, and procedures.

- ✓ Researches and makes recommendations to management pertaining to acquisition of operating equipment; participates in the development and management of annual operating budgets.
- ✓ May provide services as an on-air host, as required.
- ✓ Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS

- ✓ High school diploma or GED; at least 5 years of experience directly related to the duties and responsibilities specified.
- ✓ Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- ✓ Ability to develop and deliver presentations.
- ✓ Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- ✓ Records maintenance skills.
- ✓ Skill in the use of personal computers and related software applications.
- ✓ Knowledge of public radio principles, procedures, operations, and standards.
- ✓ Knowledge and understanding of radio communications facilities and distribution systems.
- ✓ Skill in organizing resources and establishing priorities.
- ✓ Knowledge of inventory management practices.
- ✓ Knowledge of public radio organizational structures, workflows, systems, and operating procedures.
- ✓ Ability to develop, plan, and implement short- and long-range goals.
- ✓ Knowledge of project management principles, practices, techniques, and tools.
- ✓ Knowledge of FCC and other federal, state and local broadcasting regulations.
- ✓ Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- ✓ Knowledge of budgeting and fiscal management principles and procedures.
- ✓ Knowledge of facilities management, physical plant, safety, and building safety and security procedures.
- ✓ Ability to create, compose, and edit written materials.
- ✓ Knowledge of on-air and remote broadcasting processes and procedures.
- ✓ Ability to lead and motivate volunteer staff.
- ✓ Skills in examining and developing station operations and procedures, formulating policy, and implementing organizational strategies and procedures.
- ✓ Ability to oversee, coordinate, and support the execution of continuous broadcast schedules on a 24x7 basis.
- ✓ Knowledge of current and developing trends in radio.
- ✓ Skill in operating radio equipment.