

# General Manager

The General Manager is the top student manager at the radio station. The G.M. oversees the day-to-day operation of the station and establishes and implements many of the long-term goals and policies of the WIQH. The General Manager needs to be around the radio station at least a little bit almost *EVERY* day to make sure that all shows are covered, all events are staffed, all other managers are doing their jobs and everything is running smoothly.

## Some specific things you'll be doing:

- Making sure—in advance—that all shows, events and special broadcasts for each day are good to go...and taking whatever action is necessary to fix any problems
- knowing what special events are happening around school and town and getting WIQH actively involved in the ones that are appropriate
- being available so when something goes wrong at WIQH, you can make it right
- planning and/conducting regular management meetings
- Scheduling all managers to prepare show logs day
- working with other station managers to keep all departments operating smoothly
- ensuring that all managers meet deadlines
- coordinating station activities that involve multiple departments
- recruiting staff members
- helping to keep all staff members actively involved in the station's operation
- planning and conducting staff meetings as needed
- running the Member of the Month program—including making sure a member is chosen every month, that member's photo is posted, that member receives her/his award
- planning, scheduling and overseeing Parent/Teacher Broadcast Week
- planning coverage of special events
- developing ways to get more people on the air
- developing new types of shows
- representing the station at special events
- developing and planning major projects
- representing the station in meetings with school and town officials
- preparing Show Logs and Donor Announcements for several weeks of the year
- 'filling in the gaps' and 'picking up the slack'

## Personal qualities you will need:

- radio station should be your primary extracurricular activity (including sports)
- willing and able to devote 10-15 hours per week to the station every week...and more sometimes
- knowledgeable about all aspects of the radio station's operation
- well organized
- Excellent ability to plan ahead
- good at both detailed work and 'big-picture' view
- Diplomatic and level-headed
- Highly reliable and responsible
- Willing and able to work with any and all students who belong to WIQH
- Creative
- Observant
- Professional attitude
- Good at working independently and getting things done on your own

Although the General Manager's job can be a lot of work, rewards include freedom to make significant decisions along with a real opportunity to chart the future of the station.

There was no General Manager this year (no one applied). Contact Ned Roos for more info.