



Ethnic Broadcasters' Council of the ACT and Surrounding Districts Inc.

Canberra Multicultural Service (1CMS)
Community Radio FM 91.1 MHz
Grant Cameron Community Centre
27 Mulley St, Holder 2611
Ph: (02) 2687 7058

CMS RADIO FM 91.1

Position Title: Operations & Administration Manager

Position type: 1-year, Fixed Term part-time (likelihood of extension, flexible attendance hours 15-20 hours per week), Award Clerks Level 5 rate \$26 per hour plus annual leave, personal leave and superannuation.

The Operations and Administration Manager's duty is to oversee day-to-day station operations, program development and scheduling as well as to oversee and maintain general administration.

The Operations and Administration Manager is supported by the Development Manager, Production Assistant, Finance Officer and Administration Assistant of Member Services & Communication. This role will work closely with the Development Manager to identify station needs and support fundraising and development projects where applicable. The Operations & Administration Manager will also oversee work by the Production Assistant on sponsor announcement scheduling and broadcaster production needs and projects. Moreover, work with our Technical Consultants on station technology needs and contractor scheduling.

The Operations and Administration Manager will assist the CMS Board, staff, program coordinators and volunteers by undertaking several duties including:

- Oversee day-to-day operations and administration of the station, including program content, presentation standards, technology, transmission, human and physical resources, internal and external communications and broadcaster training;
- Oversee sponsorship administration with the Production Assistant including the scheduling and production of sponsor announcements;
- Build listener numbers and loyalty through understanding member/listener needs and via development projects in collaboration with the Development Manager;
- In conjunction with the Production Assistant, liaise with Technical Consultants on studio maintenance issues;
- Provides Technical Consultants with administrative support associated with planning and implementing technology development projects (such a studio and transmission upgrades and the launch of digital radio);
- Oversee Occupational, Health and Safety procedures, including identifying and resolving issues as they arise;
- Supervise the work of office staff and administration, specifically the Production Assistant;
- Ensure compliance with relevant regulatory obligations, including CMS' broadcast licence, ACMA community broadcasting rules and APRA/AMCOS/PPCA requirements;

- Work closely with the Development Manager and Technical Consultants on grant applications and acquittals (Development Manager writes grant applications, acquittals are shared);
- Assist the Development Manager with fundraising events, including scheduling and administration of radiothons;
- Develop and oversee new station radio programs;
- Induct new members to CMS Radio;
- Promote team effort, collaboration, responsibility and high standards of performance;
- Provide regular input to the Board's deliberations; and
- Other duties as required.

Applicants should have the following skills and experience (selection criteria):

- Demonstrated experience of working effectively with a small team in a volunteer-based community organisation;
- Demonstrated project management skills;
- Demonstrated experience in effective administration and time management skills;
- Sound written, oral and personal communication skills plus computer literacy;
- Attention to detail, ability to meet deadlines and work effectively with staff and volunteers with diverse cultural backgrounds;
- Self-motivated and ability to work with minimal supervision in a small team; and
- Ability to work within a budget with experience in budget forecasting and planning.

Technical fluency, training skills and experience in community radio, a Certificate III to Tertiary level education in a related field and experience with communications and marketing including simple website updates, social media and experience with print media would be an advantage.

Application Information

Applicants may also be interested in the Administration Assistant, Member Services & Communication position (casual, part-time) which is also advertised.

To submit your application please send a CV, including two current or previous work referees. Please also demonstrate why you are best suited for the position on a separate 2-3-page document, highlighting previous work examples in relation to the above duties and selection criteria.

Please email your application to info@cmsradio.org.au

Applications close Monday 14 January 2019. Late applications will not be accepted. Only successful applicants will be contacted for interview (week starting Mon 21 Jan) with a view to commence work on or after, Tuesday 5 February.

If you have any questions please contact, Kerri Marie – Development Manager, on (02) 6287 7058 or info@cmsradio.org.au. The office is currently staffed 10am to 4pm Tuesday and Friday; you can leave a phone message or email at any time including your query, name and contact information.

Please note, the office will be closed Monday 24 December to Monday 7 January, returning Tuesday 8 January.