

# 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 WIQH's long-term goals and policies. The General Manager needs to be around the radio station at least a little bit *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. Part of the job is brainstorming ways to make WIQH better.

## Things You'll HAVE To Do:

- Constantly be on the lookout for things the radio station can do, be involved with, change, improve.
- Know what special events are happening around school and town and get WIQH actively involved in the ones that are appropriate
- Work with other station managers to keep all departments operating smoothly
- Help to keep all staff members actively involved in the station's operation
- Coordinate station activities that involve multiple departments
- Plan and/conduct regular management meetings
- Make sure—in advance—that all shows, events and special broadcasts for each day are good to go...and take whatever action is necessary to fix any problems
- Be available so when something goes wrong at WIQH, you can make it right
- Schedule all managers to prepare show logs day
- Prepare Show Logs yourself for several weeks of the year
- Ensure that all managers meet deadlines
- Plan and conduct staff meetings as needed
- Recruit new station members
- Run 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
- Plan, schedule and oversee Parent/Teacher Broadcast Week
- Fill in the gaps' and 'pick up the slack'

## Optional Things You Can Choose To Do:

- Plan coverage of special events
- Develop ways to get more people on the air
- Develop new types of shows
- Represent the station at special events
- Develop and plan major projects
- Represent the station in meetings with school and town officials

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## Personal qualities you will need:

- Being an innovator...someone who thinks, "Let's try something new!" a lot, and then leads others to make it happen
- 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
- 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 both detailed work and 'big-picture' view
- Good at working independently

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.

The General Manager this year is Zhihan Xu, '20. Check with him, Ned and/or Jon for more info about this job.