

## KUSKOKWIM PUBLIC BROADCASTING CORPORATION

KSKO Radio PO Box 70 McGrath, Alaska 99627

Phone: (907) 524-3001



*Serving the Interior Alaska Communities of Anvik, Crooked Creek, Ft. Yukon, Grayling, Holy Cross, McGrath, Nikolai, Shageluk, Sleetmute*

### POSITION OPENING

#### **POSITION: GENERAL MANAGER**

**Location: McGrath, Alaska**

**Salary:** \$63,615 – \$73,747 DOE. This position is an exempt salaried management position.

**Closing Date:** Until filled.

**To Apply:** Submit a resume including a detailed work history with three references and cover letter to: KPBC/KSKO, Attn. General Manager Hiring Committee at [kskojobs@gmail.com](mailto:kskojobs@gmail.com)

Inquiries about the position and the lifestyle of rural Alaska are welcome. Contact Jessica at (907) 301-0670

**Definition:** Under the supervision of the Kuskokwim Public Broadcasting Corporation's Board of Directors, the General Manager is the chief administrator of the Kuskokwim Public Broadcasting Corporation. This position is responsible for the proper operation of KSKO Radio and all business by the Kuskokwim Public Broadcasting Corporation.

#### **Qualifications:**

1. Must be at least 18 years of age, High School Diploma or GED.
2. College degree in broadcasting or communications preferred.
3. Three years demonstrated management experience, preferably in public or community radio.
4. Must have excellent interpersonal and professional skills to work effectively with paid and volunteer staff, community, listeners and the Board of Directors.
5. Experience with automation systems preferred..
6. Proven ability in fiscal management, fundraising, and grant management required.
7. Familiarity with Alaska public broadcasting preferred.
8. Must have the ability and experience to host a radio program in any genre of music and the ability to obtain local news, weather and events.
9. Prepare and manage an annual operating budget with a contract accountant.
10. Experience requirements may be waived at the discretion of the KPBC Board of Directors.
11. Due to small staff size, responsibilities may include the following areas: business, technical, operations/programming and news.

#### **Duties:**

1. Responsible for the proper operation of KSKO Radio and the proper conduct of all business by the Kuskokwim Public Broadcasting Corporation.
2. Manages KSKO Radio, complies with the requirements of the Federal Communications Commission, Alaska Public Broadcasting and other regulatory bodies and funding sources and carries out the policies and directives of the KPBC Board of Directors.
3. Supervises all employees and contractors.
4. Responsible for the maintenance of the overall programming format and operation of KSKO including the station's broadcast equipment, automation system and website.
5. Responsible for coordinating the maintenance of the KSKO facilities and equipment.
6. Initiates, coordinates and supervises all underwriting, grants and fundraising activities.

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7. Applies for grants and submits funding requests to funding sources, sets the annual budget and operates within the budget in a manner consistent with good business and management practices. Completes reporting requirements.
8. Reports to the Board of Directors on a regular basis. Sets tentative agendas, prepares and distributes information for the monthly KPBC Board of Directors meeting including committee, board minutes and financial reports prior to each meeting.
9. Ensures that all corporate records are maintained as required.
10. Responsible for the preparation of the annual board member election and annual membership meeting including distribution of necessary information and ballots.
11. Responsible for the organization and implementation of all aspects of the annual membership drive.
12. Represents KSKO/KPBC on a local, state and federal level in a professional manner consistent with the policies and procedures of the Corporation.
13. Works with broadcasting partners sharing programming and other resources.
14. Performs regular on-air shifts and fills in as needed.
15. Reviews and submits payroll and financial records. Receives and deposits funds into appropriate accounts as needed in coordination with the contract accountant.
16. Supervises, maintains and develops all activities involving charitable gaming operations that support KSKO/KPBC.
17. Other duties as assigned by the KPBC Board of Directors.

### **Ideal Candidate:**

The ideal candidate for General Manager of KSKO Radio is a motivated, adaptable leader who believes deeply in the power of community radio to inform, connect, and serve rural Alaska. This individual thrives in a small, remote community, values strong relationships, and understands the unique role KSKO plays across the Western Interior of Alaska.

The successful candidate will be a self-starter with strong organizational and communication skills, capable of managing daily station operations while also thinking strategically about long-term sustainability. They are comfortable wearing many hats and balancing administrative responsibilities with community engagement and on-air support.

### **About McGrath:**

McGrath is located in the heart of Interior Alaska, with affordable commercial flights arriving twice daily, six days a week. Summer temperatures can reach the 70s, while winter temperatures often drop between -30° and -50°F. Home to around 250 residents, the community enjoys outdoor activities such as hunting, berry picking, camping, boating, and snowmachining. KSKO plays a central role in local life, hosting events like Back to Bluegrass festival, the Membership Appreciation BBQ, and bingo multiple times a year.

KPBC is an equal opportunity employer.