

UHP General Manager Position 2023–2024

Position Description:

The General Manager of UH Productions is responsible for the daily aspects of the operation, administration, and management of UH Productions, the student-run video production organization at the University of Hawai'i at Mānoa. The General Manager is in charge of the programming and operations, on behalf of the Student Media Board, which is the chartered student organization responsible for overseeing all student media on campus. The General Manager serves a one-year term that runs from May 2023 through May 2024.

The General Manager of UHP is responsible for managing the production and distribution of new video content. Significant new video content must be produced and posted on all relevant UHP websites on a monthly basis.

The UHP General Manager serves at the will of the SMB and is responsible to the SMB for all phases of UHP operations. The duties and responsibilities will include, though not limited to, the following:

Administration:

- Maintain a fixed office schedule of a minimum two hours per day and a minimum of 20 hours per week.
- Prepare annual operating budget and monthly variance reports for the SMB.
- Initiate, process, and coordinate fiscal expenditures consistent within the UHP's approved budget.
- Produce regular financial reports and regularly track account receivables and payables.
- Prepare a monthly summary report of the operations for the SMB.
- Utilize appropriate resources to monitor and evaluate UHP operations.
- Support and enforce all UHP operating policies and procedures.
- Comply with all federal, state, city and university regulations and rules. Ensure individual and organizational compliance with SMB governing documents.
- Serve as primary spokesperson for UHP.
- Respond to all UHP inquiries, both internally and externally.
- Establish and execute a plan to promote UHP on a university and community level
- Update and maintain all UHP records.
- Serve as a non-voting member of the SMB, sustaining a consultative relationship with board members.
- Attend regular training to improve on technical, management, and leadership skills related to UHP.

Personnel:

- Recruit, appoint, train and supervise UHP staff.
- Establish and maintain minimum training standards for UHP staff.

- Evaluate UHP personnel on a semester basis.
- Evaluate personnel training on an annual basis.
- Serve as primary mediator for internal grievance procedures.
- Report personnel matters to the SMB on a regular and timely basis.

Program Development:

- Oversee comprehensive, diversified program format and establish standards of program format, supporting UHP as an educational video production organization.
- Cooperate and collaborate with Mānoa Now where possible.
- Collaborate in the production of sports programming with Ka Leo.
- Motivate all staff toward meeting project goals and objectives as well as be open to developing community partnerships and outreach that will enhance the presence and image of UHP in the broader community.
- Facilitate audio collaborations, shared content and marketing, with other student media programs (KTUH, Hawai'i Review, Ka Leo).
- Attend regular training to improve on technical, management, and leadership skills related to UHP.

Minimum Qualifications:

- Demonstrated proficiency in content creation (videos, recaps, reels, etc.).
- Demonstrated ability with video production, editing, and distribution of content.
- Demonstrated ability to edit with Final Cut Pro, Adobe Premiere Pro, iMovie, and/or other related software.
- Demonstrated ability to communicate clearly, both verbally and in written form.
- Demonstrated ability to organize, update, and maintain all files and fiscal documents.
- Demonstrated skills in programming, organizational management, supervising others, public relations, and budgeting.
- Articulate a philosophy of the role of an educational video organization on a college campus.
- Demonstrated ability to handle self in a manner conducive to a professional business atmosphere.
- Possess a minimum of 12 credit hours accumulated at UH Mānoa.
- Currently enrolled in a minimum of 6 credit hours for undergraduate or 4 credit hours for graduate students.
- Be a fee-paying UHM student in great standing.

Desired Qualifications:

- Prior management experience with UHP.