



## Weekend Duty Manager

<b>Reporting to:</b>	Manager
<b>Location:</b>	Dundalk FM
<b>Responsible for:</b>	Facilitation of volunteers and production duties
<b>Salary:</b>	CE Central (Employer)
<b>Hours:</b>	19½ hours per week (Saturday and Sunday)

### Job Purpose

Assisting volunteers, occasional presenting, editing and archiving programmes, sound desk operation, assisting with outside broadcasts.

Ensure that the Radio broadcast runs smoothly.

To work with all staff to ensure the objectives of the Dundalk Media Centre as a Community Development organisation are met.

### Main Duties and Responsibilities:

- Audio Editing and archiving programmes.
- Recording programmes, promos and ads.
- Operating the Sound Desk.
- Assist with outside broadcasting.
- Keeping the offices clean and tidy.
- Answering the phones/emails/looking after guests.