



## Job Description

Job Title	Research Staff
Reporting to	Manager
Wages	9.80 p.h.
Hours	39 hours per week

## Responsibilities

- To contact community groups on a daily basis to book them in for an interview.
- To train volunteer presenters in sound desk operation, audio editing and presenting skills.
- To schedule volunteer presenters for shows.
- To edit and back up interviews.

## Duties include

- To produce and present programmes.
- To assist the OB team and attend events, outside broadcasts, promotions and roadshows and to go along and record these events.
- To liaise with and attend Programme and Technical Committee meetings as required.
- To source and liaise and meet (if necessary) with guests for on air programmes.
- To file all relevant administration work.
- To provide broadcast training to staff, presenters and service users.
- To fill in as Broadcast Assistant as required.
- To be familiar with legislation covering broadcasting and all relevant legal stipulations.
- To assist with the development of new targeted programmes.
- To refer any significant problems regarding Programmes/Technical issues to the Manager.

## General

- To undertake any other duties as directed by the Manager in pursuit of the aims and objectives of Dundalk Media Centre CLG.
- To undertake training as necessary.
- To maintain a pledge of confidentiality regarding business affairs at Dundalk Media Centre CLG.