



## Dundalk FM Job Description

Job Title: Production Staff  
Reporting to: Manager  
Funded by: Pobal CSP  
Wages: €10.10 ph  
Hours: 39 hours per week

### Responsibilities

- Train volunteer presenters in sound desk operation, audio editing and presenting skills.
- Edit and back up interviews.
- To ensure that all programmes are ready to be broadcast in accordance with the schedule.

### Duties

- To produce and present News, Death Notices and programmes.
- To assist with the O/B team and attend outside events, outside broadcasts, promotions, roadshows and to go along record these events.
- File all relevant administration work.
- Provide broadcast training to staff, presenters and service users.
- To look after studio bookings and equipment bookings.
- Broadcast assistant as required.
- To ensure adverts are scripted, edited and recorded and that they comply with BAI policies.
- Be familiar with legislation covering broadcasting and all relevant legal stipulations.
- Assist with the development of new targeted programmes.
- To keep studios clean at all times.
- Liaise with and attend Programme/Technical Committee meetings as required.
- 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.