

Job Description

Job Title: Community Radio Producer
Reporting to: Manager
Hours: 39 hours per week

Responsibilities

- Assist with live studio technical production.
- Support the centre to achieve it's goal of engaging all community groups in the area each year.
- Support in the coordination and delivery of Radio and Media skills training to Community Groups and Individual Members.
- Edit and back up programmes.

Duties

- To produce Ads and to research and present News, Sports, Weather, Community Notices and Death Notices.
- To ensure adverts are edited and recorded and passed to Advertising Rep/Assistant Manager for approval.
- To assist with the O/B team and attend events, outside broadcasts, promotions, roadshows and to go along record these events.
- To assist and/or run New Community Group and Volunteer Information Sessions.
- To meet with Community Groups and identify what the station can do to help them achieve their goals.
- To assist with developing and delivering Community Media Projects and Programming.
- 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.
- 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 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.