

Head of Phantom TV

Phantom Committee – Union of Students

Role details

Time Commitment: Varying throughout the year with an average of 5-10 hours a week

Responsible to: Vice President (Community) and Phantom TV members

Ideal personal qualities

- Great organizational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Radio production skills
- Able to work well leading a team

Duties and responsibilities

- To be the official representative of Phantom TV
- Manage the workload of the Phantom TV Committee
- To recruit and interview the rest of the TV Committee with a member of staff, if the roles are not filled in the first block of interviews
- Sit on the Executive Committee of Phantom Media to represent Phantom TV members, and chair the meeting when required
- Maintain the TV budget and look into ways of raising more money for the committee through external work
- Liaise with the Head of Marketing to organize paid advertising to be used in TV broadcasts
- Ensure that Phantom TV upholds an excellent reputation and that members conduct themselves in a professional manner in productions
- Chair regular meetings with the Phantom TV Committee
- Encourage the wider student body to get involved with Phantom TV
- Ensure that TV productions are independent and that they are well balanced without bias
- Write monthly blogs on the website about phantom TV
- Plan the year out and schedule the releases you want to work on over the year

Opportunities

- A unique opportunity to lead the team that produces Phantom TV
- Gain skills in producing TV content
- Oversee all student TV output via Phantom Media

Benefits

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in editing and producing material for TV
- Relevant training/on-going personal development
- Qualify towards the Futures Award

Beneficial previous experience

- Experience in TV production
- Experience in leading a team

Training and support

- You will have access to a range of training with the Union and can request external training and trips to networking events