

Programme Manager

Phantom Committee – Union of Students

Role details

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

Responsible to: Vice President (Community) and Head of Radio

Ideal personal qualities

- Great organizational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Able to work well as part of a team

Duties and responsibilities

- Ensure that all Programmes are suitable to be aired and run in a professional and mature manner
- Train all new members and collect bio information and pictures for the website.
- Responsible for timetabling and scheduling of radio shows and external events
- Responsible for ensuring that all on air time is covered and that there is no dead-air during broadcasting hours
- Report all technical problems and work with staff to ensure that any issues are fixed quickly
- Ensure that presenters are contacted if their show is cancelled
- Ensure that all DJ's are well trained and that shows and on-air actions abide by the rules & regulations of the radio station
- Suspends, and/or discharges DJ's, as appropriate and in consultation with Head of Radio
- Ensure the Studio is kept tidy for everyone
- Develop shows, and work with presenters to help improve the content.
- Actively recruit and train all year to maintain a busy studio space

Opportunities

- A unique opportunity to programme a full schedule for a radio station
- Gain skills in radio programming

Benefits

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial previous experience

- Experience in radio production
- Experience of working in a team
- Organization skills

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