

# Role Description

## *Producer*

---

Our volunteers come from all walks of life, but we all share a passion for radio and a commitment to bringing a smile to our community. We are always looking for more people to get involved at Radio Bronglais. Full training is provided all of our positions.

### **RADIO PRODUCERS NEED:**

- Good communication skills
- Ability to create new content
- Ability to work under pressure
- Research skills
- Able to create/follow a programme schedule
- Ability to work well with people

### **WHAT DOES A RADIO PRESENTER DO?**

A radio producer oversees the creation and production of a radio show from start to finish. They are involved before, during and after a radio show in various different capacities.

A producer's role concentrates less on the presentation side of radio, and more on the research and technical aspects. Producers may be required, dependent on the nature of the show they are working on, to coordinate contributors, communicate with listeners, and ensure the presenter has all the information they require to make the broadcast.

### **KEY RESPONSIBILITIES:**

In general, tasks include:

- generating and researching ideas for programmes
- developing content, writing material for scripts, bulletins and links
- sourcing potential contributors and interviewees
- selecting music appropriate to the programme, the audience and the station

- producing pre-production briefings for presenters, reporters, technical staff and other contributors
- managing the logistics of getting people, resources and equipment together at the right place at the right time
- undertaking editing, interviewing and reporting duties as necessary
- presenting programmes or managing presenters for both pre-recorded and live output
- checking that copyrights are cleared and understanding media law
- converting text, graphics, video and audio files into other formats
- contributing to, and making use of, an archive of audio resources which can be re-used
- responding to audience feedback
- producing and making use of user-generated content

### **DESIRABLE SKILLS:**

- Experience with sound editing
- Excellent overall I.T Skills
- The ability to generate original ideas
- A broad range of interests, including current affairs
- Good research skills
- An awareness of media law
- The ability to take initiative and make quick decisions under pressure
- Team-working skills, creativity, and problem-solving skills.
- The ability to speak Welsh will offer more options but is not necessary

**This position is voluntary and is not paid.**

To apply for this position then please fill in the online application form or download, print and send it to:

***Radio Bronglais FM, Bronglais Hospital, Caradog Road,  
Aberystwyth, SY23 1ER***

You can also come to the station to fill in an application form or discuss your application with the team.

All applications will be treated equally and will be responded to within 7 days upon receipt.