



Bucketts Radio 104.1 FM

Gloucester Broadcasters Association Incorporated

INC9883631 ABN 78 448 500 405

Positions Vacant

Social Media Officer (New Position) – Create and Manage centralised social media sites for Bucketts Radio and Bucketts Radio shows. (Experience and knowledge of Facebook essential)

Responsibilities:

- Liaise with Station Management regarding requirements for the stations social media
- Create a dedicated Bucketts Radio Facebook page which can be managed centrally but used by other volunteers.
- Teach volunteers to use Facebook
- Monitor and manage the Bucketts Radio Facebook pages
- Embed Facebook links onto the Bucketts Radio website
- Other social media ideas if deemed appropriate

On-air Announcer - Present music and/or information over the radio. (No previous experience necessary)

Responsibilities:

- Select, screen and play music for a set show or timeslot
- Understand and follow the basic rules of community broadcasting and the mission statement of Bucketts Radio
- Ensure that sponsorship ads and news plays as per the schedule
- Announce time and weather
- Help to find sponsorship for the show/station
- Assist, to some extent, with other operational aspects of the radio station (eg. Fundraising, reception, promotional outings, membership of the incorporated association, cleaning)
- Have fun!

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support@buckettsradio.com.au

www.buckettsradio.com.au



Music Library assistant – Rip or download music to the computer library for broadcast (no previous experience necessary. Computer knowledge an advantage.)**

Responsibilities:

- Copy CDs into the computer
- File music into correct genre folder/s
- Screen music for inappropriate or offensive content (as per Bucketts Radio mission statement)
- Check for copyright conditions

Reception/Office Assistant – Assist Station Management and volunteer announcers with clerical duties (experience preferred)**

Responsibilities:

- Check and distribute emails
- Assist with email and letter writing
- Answer telephone and direct calls to appropriate person
- Filing
- Data Entry
- Keep office/reception neat and tidy
- Other duties as needs arise

Local News Reporter – Collect local news reports and prepare for broadcast (some experience or knowledge preferred)**

Responsibilities:

- Collect local news from reliable sources and check or accuracy
- Write copy/articles for broadcast and for the website
- Liaise with local authorities and organisations to report of various local events
- Understand and abide by laws relating to liable and vilification
- Present local news items on-air (optional)



Fundraising Officer – Devise and Organise fundraising activities for the station**

Responsibilities:

- Devise fundraising ideas to present to the Management Committee
- Organise volunteers and requirements for the event
- Oversee promotion and running of the event.
- Liaise with the Treasurer for purchase requirements and money raised

Publicity Officer – Write media releases for Bucketts Radio to go to local newspaper (experience not necessary but an interest and ability in media release writing preferred)**

Responsibilities:

- Liaise with Management Committee and Station Manager regarding events or news to be publicised
- Write media releases or letters to the editor on (at least) a monthly basis
- Submit stories or letters to the local newspaper on time

*** All positions are voluntary and we expect all our volunteers to contribute in-kind or monetarily to the running costs of the station. We only expect a small contribution from each volunteer so that the burden is shared fairly amongst everyone. We do not wish to over-burden any of our volunteers so if you are concerned about this please discuss this with the Station Manager and do not let it stop you from becoming involved.*

Bucketts Radio exists to serve the community of Gloucester providing information and entertainment via radio broadcast but also to give volunteers an opportunity to gain or hone their knowledge and skills in various fields. It provides a creative outlet as well as an opportunity to join with other like-minded people and have fun!