

Subcity Team Positions 09/10



All the positions below are voluntary positions for 1 year. No experience is necessary (except when stated in job description below). Time commitments vary for each position, as such more than one person may share a role to spread the workload. It is preferred that candidates are Glasgow University students, but by no means essential.

Applications for all team positions should be made by email to jobs@subcity.org, a short statement and any relevant info is enough although CVs, detailed ideas and proposals are also welcome.

Team

On Air

Head of Advertising

Off Air

**Head of Technical
Webmaster**

In addition to the individual job descriptions below, these general responsibilities apply to all team members:

- * Attend team meetings
- * Encourage new contributors to get involved
- * Report to the team on progress and other information in your area of the station on a regular basis.
- * Use the Subcity forum to maximise communication with the team and the rest of the station.
- * Help out with running events on the night
- * Promote Subcity events and broadcasts - flyering and postering, web PR etc
- * Help with training
- * Listen to the station
- * Fill in show reaction sheets
- * Maintain a safe and clean working environment

Other Contributor roles:

These roles will be open for applicants once the new team has been formed – you should then contact the Head of Technical to join the Technical Team etc.

Technical Team

Music Team

PR Team

Events Team

Producer

Presenter

The most important aspect of all of these roles is creating and managing a team to support your work.

On Air Team

Head of Advertising

The head of advertising is responsible for selling advertising on- and off-air, and maintaining good working relationships with the station's advertising clients.

- * Identify and contact potential advertising clients for the station
- * Create strategies for advertising that are attractive to our clients
- * Maximise income for the station by the effective sale of advertising
- * Work with the heads of audio imaging and design to ensure that adverts on the station meet client's requirements, and are in keeping with the station's identity.
- * Work with other team members to identify and schedule advertising campaigns.

Technical and Information Technology Subcommittee

Technical Manager

- * Maintain studio, office and broadcast audio equipment to working condition.
- * Advise the team on new equipment to purchase.
- * Be first point of contact to rectify studio problems.
- * Log and respond to issues using the forum
- * Advise events team on sound spec for events.
- * Organise sound & light setup for events / outside-broadcasts.
- * Assist shows in live music broadcasts... (e.g. set up and mix sound for bands on the live sessions show)
- * Help to train contributors on equipment use.
- * Work with IT Manager to ensure IT systems in broadcast chain are working.
- * Work with the Head of Training and Development to ensure equipment is being used to its full potential.
- * Appoint and manage the technical team, to ensure the smooth running of the broadcast and events.

Extra requirements: Some experience in audio equipment and basic electronics would be expected, but any successful candidate would be required to learn new skills on the job.

Webmaster

The Webmaster is responsible for maintaining and developing Subcity.org

- * Ensuring content is kept up to date as required by the team
- * Continually assess and develop the website to ensure it meets the station's needs
- * Work with the designer to ensure the website is in-line with the station's brand
- * Ensure the website complies with university web publishing guidelines and wider coding standards, i.e. W3C
- * Maintain and moderate the Subcity.org forum, respond to website related questions on the forum.
- * Ensure the timely publication of contributors content (podcasts, reviews..)

Extra requirements: A firm grounding in XHTML, PHP, CSS is essential. Knowledge of Linux and phpBB would be an advantage.