

Subcity Management Positions 08/09



All the positions below are voluntary positions for one year. No experience is necessary (except when stated in job description below). Candidates should possess excellent communication and time-management skills. They should be confident working at the head of a large team and should have a genuine passion for the media, especially radio.

Time commitments vary for each position, and as such more than one person may share a role to spread the workload.

Applications for all team positions should be made by email to jobs@subcity.org. A short supporting statement with relevant information will be considered sufficient, although CVs, detailed ideas and proposals are also welcome.

Station Management

The most important aspect of all of these roles is creating and managing a team to support your work. All managers will be expected to work together and support each other to ensure strong leadership for the station.

Station Manager

The station manager is responsible for the direction, content and output of Subcity as a whole. They will ensure communication between team and committee members and will be the first point of contact for the station.

Candidates for the position of Station Manager must be current students of the University of Glasgow.

Key responsibilities

- ensuring Subcity operates within the guidelines set out by Ofcom
- maintaining good relationships with other heads of media and resolving any issues with the VP (Media & Communications) and Student Representative Council (SRC) Permanent Secretary
- liaising with SRC staff on legal and financial matters
- liaising with the VP (Media & Communications) and SRC Permanent Secretary to ensure there are no breaches of the SRC Equal Opportunities Policy
- ensuring Subcity encourages the involvement of students in the station e.g. through presence at Freshers' Week and regular contributor meetings
- managing the finances of the station to keep it in a healthy financial state over the year
- maintaining good relationships between the station (including contributors) and the SRC as a whole
- organising and chairing the weekly Subcity team meeting
- shortlisting, interviewing and appointing Subcity team members and overseeing the management of the team over the year

On-air Manager

The on-air manager supports and helps develop the on-air areas of the station: Programmes, Producers, Music, Training, News, Imaging.

Key responsibilities

- ensuring that the programmes, producers and music team are all given adequate support
- providing a point of contact to deal with any broadcast related issues that might arise
- helping to organise all presenters' relevant training with the head of training and development and technical team
- helping to determine the station's on-air branding, and ensuring consistency in the sound of the station
- setting and meeting deadlines pertaining to the on-air running of the station, especially broadcasts
- working closely with, and providing support to, the heads of programming, production, music, training, news and imaging
- supporting and when necessary deputising for the station manager to ensure strong leadership for the station

Off-air Manager

The Off-air manager supports and helps develop the 'off-air' areas of the station: Events, PR, Design, Press, Advertising.

Key responsibilities

- overseeing and supporting the heads of events and PR, allowing them to focus on ensuring that the stations events are well planned, promoted, and executed
- ensuring that all the station's off-air branding is of a high standard and consistent with on-air branding
- working with the head of training to ensure that all members of the off-air teams get the training they require
- setting and meeting deadlines for the off-air running of the station during the year, especially events
- ensuring that all off-air operations are geared towards enhancing the broadcast, i.e. fundraising, profile-raising and provision of on-air content
- working closely with, and providing support to, the heads of events, PR. design, press and advertising
- supporting and when necessary deputising for the station manager to ensure strong leadership for the station