

# INDIGO FM

## Local Site Co-ordinator - Chiltern

- Co-ordinate office activities and be a central point for communication between presenters, volunteers, local community and the Committee of Management
  - Work co-operatively and promote a positive relationship with volunteers, community and visitors
  - Possess a good knowledge and appreciation of Indigo FM's aims and objectives including a thorough knowledge of the Station Etiquette
  - Report to the Committee of Management any matters requiring urgent attention eg equipment failure, discipline, vandalism, burglary/theft etc
  - Ensure and promote that Indigo FM is a co-operative broadcasting organisation with several station sites (as opposed to any one site operating independently)
  - The Local Site Co-ordinator is responsible for:
    - overseeing programming schedule,
    - following up volunteer enquiries,
    - undertaking presenter training,
    - checking and responding to email account,
    - receipting and banking all monies received and forwarding details to Treasurer,
    - ensuring studio is maintained neatly
    - holding regular Presenter's Meetings (at least quarterly)
    - and providing a regular update to Committee of Management
  - Prospective applicants must obtain a Police Check and Working With Children Check within 4 weeks of commencing in the role. Any costs associated with these applications will be re-imbursed by Indigo FM.
  - A written application incl a covering letter and details of qualifications, experience and two referees should be submitted with the application.
  - Applications can be emailed to [info@indigofmradio.com](mailto:info@indigofmradio.com) and marked in subject line "Local Site Co-ordinator Application confidential". Attachments should be in .doc format.
- or**
- Posted to:  
The Secretary  
Indigo FM  
PO Box 130  
**Yackandandah Vic 3749**  
Applications should be marked "Local Site Co-ordinator Application confidential"
  - Applications close at 5.00pm, Friday 18 November

<b>Position:</b>	Local Site Co-ordinator
<b>Hours:</b>	negotiable
<b>Remuneration:</b>	Voluntary/Nil
<b>Employment term:</b>	12 months
<b>Location:</b>	Chiltern
<b>Reports to:</b>	Committee of Management generally; Indigo FM President and Secretary on a day to day basis