

INDIGO FM

Local Site Co-ordinator - Yackandandah (voluntary)

- Co-ordinate studio 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
 - ensure adherence to MOU with Yackandandah Community Centre
 - 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 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 64
Chiltern Vic 3683
Applications should be marked "Local Site Co-ordinator Application confidential"
- Applications close at 5.00pm, Friday 28 July, 2017

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