

Radiothon Coordinator

Our Annual Radiothon is held in October of each year and is a major Membership Drive where new members are sought and existing members may renew. Members joining Indigo FM during the Radiothon are joining for the forthcoming year.

- The Radiothon Coordinator is responsible for:
 - Seeking sponsors/donors for the Radiothon in October;
 - Initiate and keep a written record of sponsor/donor details. Such record is to also have a backup file either via USB flash drive, external memory drive or cloud storage;
 - Create and maintain a memorandum of understanding with each major sponsor/partner;
 - Give both written and verbal reports, as requested, to the CoM;
 - Liaise closely with each Local Site Co-ordinator, Marketing Sub-Committee and Programming Sub-Committee as required, especially to develop Radiothon programming schedule and local promotion schedule eg Market or Street Stall;
 - Ensure, where appropriate and when advised, that the major sponsor's logo/link is placed on the website via the specified means;
 - Ensure that fundraising is undertaken in compliance with the relevant legislation;
 - Ensure and promote that Indigo FM is a cooperative broadcasting organisation with several station sites (as opposed to any one site operating independently);
 - Receipting and banking all monies received and forwarding details to Treasurer;
 - Preparing draft Media Releases (approval Marketing Sub-Committee chair);
 - Preparing draft scripts for on-air promotion (approval Programming Sub-Committee chair)

Skills required:

- Have the ability to work both independently and collaboratively;
 - Good understanding of basic book-keeping procedures;
 - Be proficient with MS Office suite in particular Word, Excel and Publisher;
 - Be proficient in the use of Social Media;
 - Display high standard of communication and writing skills;
 - Experience in a sales/marketing/radio/media/community event role is an advantage;
 - Abide by all Indigo FM policy and other documentation relevant to Indigo FM's volunteers;
 - Possess a current driver's licence and means of transport;
- Prospective applicants must possess a current Police Check and Working With Children Check or obtain one within 4 weeks of commencement. All costs associated 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

“Radiothon Coordinator Application confidential” . Attachments should be in .pdf, .doc or .docx format.

or

➤ Posted to:

The Secretary

Indigo FM

PO Box 64

Chiltern Vic 3683

Applications should be marked “Radiothon Co-ordinator Application confidential”

➤ Applications close at 5.00pm, Friday 21 July

Position:	Radiothon Co-ordinator
Hours:	negotiable
Remuneration:	Voluntary/Nil
Appointment term:	4 months
Location:	negotiable
Reports to:	Committee of Management generally; Indigo FM President and Secretary on a day to day basis