



Local Site Co-ordinator - Tangambalanga

As Indigo FM is a collective of Radio Stations, it is proposed to have a Local Site Co-ordinator at each station site.

The Co-ordinator will be primarily responsible for:

- Overseeing the Tangambalanga station's ability to transmit in a professional manner at all times.
- Co-ordinating the activities of volunteers and be a central point for communication between people and groups at the station.
- Engaging the local community in opportunities to become supporters, members, presenters and contributors of program content.

Reporting responsibilities:

- Liaise with the CoM via the President or Secretary as required.
- Report to the President or Secretary re matters of need, discipline and matters of urgency.
- Providing a two-monthly update to Committee of Management.
- It is expected that the LSC will have an understanding of and commitment to Indigo FM's aims and objectives and promote that Indigo FM is a co-operative broadcasting service, serving many areas (ie not just a localised service).

The key tasks involved in the role include:

- Working co-operatively with volunteers, staff and visitors.
- Receipting and banking all monies/donations received and advise Treasurer with details of same.
- Ordering and maintaining stationery supplies and equipment within budget
- Overseeing programming schedule.
- Undertaking presenter training in conjunction with the Technical Officer.
- Checking and responding to Tangambalanga site email account.
- Holding regular Presenter's Meetings (at least 2 per year).
- Undertake local promotion and publicity.

Prospective applicants will be required to obtain a Working With Children Check within 4 weeks of commencing in the role. This is free for volunteers.

An email application covering your relevant experience and background can be emailed to indigofmradioinfo@gmail.com and marked in subject line "Local Site Co-ordinator Application - Tangam".

Alternatively we do have an online Expression of Interest form which is available on our website under the following link:

<https://indigofmradio.com/get-involved/volunteer/>

Expressions of Interest close at midnight, Friday 19 July 2019

Position:	Local Site Co-ordinator - Tangambalanga
Hours:	negotiable
Remuneration:	Voluntary/Nil
Engagement term:	12 months (1 August 2019 - 31 July 2020)
Location:	Tangambalanga
Reports to:	Committee of Management generally; Indigo FM President and Secretary as required