



## 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:
  - Liaising 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 and promote that Indigo FM is a cooperative broadcasting organisation with several station sites (as opposed to any one site operating independently);
  
- Tasks involved include:
  - Receipting and banking all monies received and forwarding details to Treasurer
  - Preparing draft Media Releases (collaborate with Marketing Sub-Committee chair)
  - Preparing draft scripts for on-air promotion (collaborate with Programming Sub-Committee chair)
  - Provide regular updates, as requested, to the CoM.

The successful applicant 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](mailto:indigofmradioinfo@gmail.com) and marked in subject line "Radiothon Co-ordinator Application".

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 2 August 2019

<b>Position:</b>	<b>Radiothon Co-ordinator</b>
<b>Hours:</b>	negotiable
<b>Remuneration:</b>	Voluntary/Nil
<b>Appointment term:</b>	4 months (Aug-Nov inclusive)
<b>Location:</b>	negotiable
<b>Reports to:</b>	Chair Marketing Sub-Committee