



### **Local Site Co-ordinator - Beechworth**

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 Beechworth 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 regular 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 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 Tech-Programming Sub-Committee.
- Checking and responding to Beechworth site email account.
- Holding regular Presenter's Meetings (at least two 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 expressing your interest with details of any relevant experience and background can be emailed to [indigofmradioinfo@gmail.com](mailto:indigofmradioinfo@gmail.com) and marked in subject line "Local Site Co-ordinator EOI - Beechworth".



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 21 February 2020

<b>Position:</b>	<b>Local Site Co-ordinator - Beechworth</b>
<b>Hours:</b>	negotiable
<b>Remuneration:</b>	Voluntary/Nil
<b>Employment term:</b>	12 months (1 Apr 2020 - 31 Mar 2021)
<b>Location:</b>	Beechworth
<b>Reports to:</b>	Committee of Management generally; Indigo FM President and Secretary as required