

06/11/2024

### **Expression of Interest - SHOUT OUT for a new team player!**

Do you listen to and love MainFM? Do you enjoy talking to people? We are appointing a new Programming Coordinator. This is a volunteer role.

MainFM is a community radio station in Central Victoria with a deep connection to our diverse community of listeners, subscribers, sponsors & volunteers. We are committed to meaningful engagement, inclusion and integrity. Our presenters are local volunteers producing and presenting a wide range of programs which reflect the diverse values, interests & ideas present in the region. These programs are in all kinds of formats from talk shows, music and arts, personal stories and anything in between.

We are on the hunt for a new Programming Coordinator to join the team.

**Programming Coordinator - Responsibilities** approx time commitment 2-5 hours /week with assistance from the Programming sub-committee. Reporting to and in consultation with the Station Manager.

- Listen to the grid
- Meet with the Programming Sub-committee every two months to review show proposals and schedule new shows onto the grid
- Liaise with presenters - answer enquiries in relation to programming
- Update the program guide for website on a monthly basis
- Provide ongoing feedback and support to presenters as needed
- Engage with presenters in the lead up to Radiothon and help schedule the Radiothon grid,
- Submit brief monthly reports to the Station Manager (for presentation at board meetings), and a detailed report for the annual report.
- Liaise with station management to assist with presenter forums.

It's important to:

- Ensure on-air programs are presented consistently and in line with the station's objectives, policies and procedures
- Have an understanding of and commitment to the philosophy and objectives of MainFM and community radio, including diversity and accessibility.
- Have the ability to build and maintain positive relationships with presenters, staff, volunteers and the committee of management.

Here at MainFM we believe in being accessible to people's working needs. This role can be done remotely and in your own time.

If interested, please email Station Manager Steph Riddel on [manager@mainfm.net](mailto:manager@mainfm.net) by Dec 6 with answers to the following questions:

**Name:**

**Phone Number:**

**I love MainFM because ...**

**What are your top 3 favourite shows on MainFM and why?**

**What background and skills do you have that would contribute to this role?**

**Have you read and made yourself familiar with MainFM's Program Policy and Presenters Handbook? (available at [mainfm.net/policies](http://mainfm.net/policies))**