

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Radio One Music Director</b>
<b>Reports to:</b>	<b>Radio One Manager</b>
<b>Direct reports:</b>	<b>NA</b>
<b>Indirect reports:</b>	<b>NA</b>
<b>Volunteers and Interns:</b>	<b>Music Intern x1</b>
<b>Location:</b>	<b>640 Cumberland Street, Dunedin</b>
<b>Organisation:</b>	<b>Otago University Students' Association</b>

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) runs campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values input from all staff.

Drawing from the thriving creative cultures surrounding our base in Dunedin's tertiary institution, Radio One is a cultural hub for diversity and creativity, ultimately represented by our on-air programming and local attitude. We're about reflecting Ōtepoti back to itself through youth broadcasting. Turning it up locally, from the grounds of the mighty University of Otago, Radio One 91FM has a proud and vibrant history.

### **Position Purpose:**

- Responsible for Radio One's on-air music.
- Playlisting and updating the Radio One Station playlist.
- Creating reports and charts for Radio Scope and APRA.
- Maintain a safe, inclusive environment for everyone to feel comfortable.

**Areas of Responsibility**

Area	Expected Outputs
<p><b>General Tasks</b></p>	<ul style="list-style-type: none"> <li>• Liaise with major labels and distributors.</li> <li>• Manage the music intern.</li> <li>• Organise and conduct on air interviews with musicians, politicians, comedians, touring artists, industry figures and more, and overseeing those interviews as they are conducted by Radio One programmers.</li> <li>• Participate in discussions around social media outcomes.</li> <li>• Organise/ liaise with the Radio One team to organise live event outcomes.</li> <li>• Fielding playlist requests/ playlisting information and notices.</li> <li>• Contribute to regular ongoing discussion around elevating the profile and listenership of the station through various platforms (such as Website and app discussions, speakers on campus and One card).</li> <li>• Organise/ liaise with the Radio One team to organise live to air performances.</li> <li>• Ensure there are adequate resources for DJS (singles and feature albums available).</li> <li>• Playlist music.</li> <li>• Screen music.</li> <li>• Review/curate music for playlist consideration.</li> <li>• Report to APRA.</li> <li>• Report to Radioscope.</li> <li>• Research music and artists for airplay/giveaways/interviews.</li> <li>• Select hit picks for Top 11.</li> <li>• Schedule show pools via Megamix or Stationplaylist.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture.</li> <li>• Be familiar with the hazard register for the work area that you work in.</li> <li>• Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register.</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association.</li> <li>• Be familiar with and adhere to any health and safety plans.</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these.</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community.</li> </ul>

**Personal Attributes**

<p><b>Working Collaboratively</b></p>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships.</li> <li>• Ability to relate to a diverse range of people.</li> <li>• Excellent written and oral communication skills.</li> </ul>
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	<ul style="list-style-type: none"> <li>Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA.</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>Manages self, resources and workload to meet timelines</li> <li>Is organised and keeps all files and documents in order</li> <li>Ability to work independently and as part of the team</li> <li>Ability to recognise when issues need to be escalated to the Departmental Manager.</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>Is flexible and resilient to meet the ever-changing needs of the OUSA.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate.</li> </ul>

### **Qualifications and Experience**

- Strong understanding of the tertiary sector
- Relevant qualification preferred
- 2 years relevant experience in radio or a similar industry