

Job Title: Current Affairs Producer

Responsible to: Management

Responsible for: Coordinating the daily production of the *Athlone Today* programme (Monday-Friday), ensuring that all aspects of the programme run smoothly. Delivering training sessions as required.

Purpose of Job: To oversee the day-to-day production of the *Athlone Today* programme, ensuring that all episodes are organised, staffed, and meet broadcasting standards. To provide training and support to staff, volunteers, and other participants when necessary, contributing to the successful achievement of the station's strategic objectives.

Main Duties and Responsibilities:

Programme Coordination:

- Create and maintain a weekly and six-week production plan for *Athlone Today*, ensuring the programme is properly staffed and all required materials are prepared.
- Oversee and coordinate all aspects of the production process for *Athlone Today*, liaising with presenters, technicians, and other team members to ensure smooth broadcast operations.
- Ensure all live shows are delivered on time with the correct personnel in place, and that pre-recorded segments are ready for broadcast when required.
- Coordinate with presenters to ensure that deadlines are met and the programme content is aligned with the station's goals and audience needs.
- Follow up on feedback regarding programme quality, ensuring that content, editing, timing, and presenting meet the station's broadcast standards.
- Maintain a record of guests and contributors, updating the programme database as needed.
- Ensure that all programme-related content complies with broadcasting standards, codes, and advertising regulations.
- Collaborate with the Head of Programming to identify any weaknesses in production and take appropriate remedial actions.

Training:

- To undertake training as necessary.
- To provide training to* staff, volunteers, community groups, and members of the public as necessary.

*Including vulnerable adults, people with disabilities, and minors.

Management and Reporting:

- Attend staff meetings, providing updates on programme progress.
- Attend relevant sub-committee and Athlone Today meetings as required.
- Assist the Management in the completion of strategic objectives, including any relevant programming and development goals.
- Prepare and submit reports on the progress of the *Athlone Today* programme as required.

General:

- Assist with fundraising efforts, including station events and other initiatives as directed by Management.
- Maintain confidentiality regarding the station's business affairs.
- Work closely with Management on the development and implementation of station policies.
- Undertake other duties as assigned by Management to support the overall aims and objectives of Athlone Community Radio.
- To maintain a pledge of CONFIDENTIALITY regarding information held regarding the business affairs of ACR.

Athlone Community Radio CLG will go through several development stages. This in turn will mean that job descriptions will vary with emphasis on different aspects of the project.