

<b>Job Title:</b>	<b>Head of Programming</b>
Responsible to:	Management
Responsible for:	To coordinate and organise day to day programming and schedule ensuring all programmes are prepared, up to date and all presenters are in place. To plan schedule six weeks in advance ensuring programming is covered.
Purpose of Job:	To assist Management in establishing an organised and streamlined Broadcast schedule ensuring the smooth running of all programmes scheduled on a Daily/Weekly basis. To assist in the successful achievement of the Station's strategic objective with specific emphasis given to the planned development of the Station's broadcast schedule.

### **Main Duties and Responsibilities:**

- Create programme and presenter plan ensuring programming is covered six weeks in advance.
- To oversee and co-ordinate all aspects of programme production
- To be responsible for programme production ensuring all schedule requirements are fulfilled
- In conjunction with the appropriate committee(s), the assistant coordinator and the volunteer coordinator ensure each programme has at least two personnel who can produce and present each programme and ensure adequate volunteers are on hand trained and available to produce and present each programme
- Identify training gaps and needs and the HR and technical resources required to support all planned programmes
- Ensure that all live programmes are live and that the appropriate producers and presenters are present for each programme
- Ensure all pre-recorded programmes are being produced weekly and are ready for broadcast
- To liaise with programme makers to ensure all deadlines are met
- Maintain the monthly rota and ensure this is scheduled 2 months in advance
- In conjunction with the appropriate committee(s), the assistant coordinator and the volunteer coordinator identify and train studio managers.
- Ensure all presenters and producers are aware of and adhere to compliance and broadcasting codes and standards
- Ensure all personnel are aware of and know how to archive and keep records such as running orders and ensure these practises are maintained
- Responsible for schedule timing ensuring programme lengths and broadcast times are per PPS
- Ensure the Programme Policy Statement is adhered to and all producers/ presenters are aware of this
- Ensure all broadcasters/producers are aware of advertising codes and obligations
- Ensure that all producers/presenters are kept up to date with any changes to broadcasting polices, codes and standards
- Ensure all paid for advertisements and sponsorships are scheduled for broadcast and meet with CnaM regulations
- Monitor programme quality and production with ref to content, editing, timing and presenting
- Ensure consistent broadcasting quality throughout the schedule
- Identify any programme production weaknesses and ensure that appropriate remedial actions are taken to achieve required standards
- Report any breaches to the Management and Board
- Ensure updates from CnaM are circulated

- Ensure promos and jingles are up to date
- Maintain database of Guests and Contributors on shows as per running orders as required under our Pobal contract
- Facilitate the work of the Programming Sub Committee, including arranging the agenda, organizing meeting times and producing minutes for the Committee and Management.
- Implement programming decisions of the Management and Programming Committee.

**Management:**

- Attend weekly staff meetings.
- To work closely with the Management and the relevant Sub-Committees towards the successful completion of the Strategic Objectives.

**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.

**General:**

- To submit reports and attend meetings as required
- To Assist with fundraising
- To undertake other duties as directed by Management in pursuit of the aims and objectives of ACR.
- To maintain a pledge of CONFIDENTIALITY regarding information held regarding the business affairs of ACR.
- To work closely with Management on the development and implementation of ACR policy.
- To work as part of the ACR team.

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.