



## **Role Description: Radio Volunteer**

### **Description**

To provide quality music, news and information to the listeners of **Andover Radio**. To assist in production of shows/clips as needed. To promote Love Andover and Andover Radio as well as town activities/events/information to the people of Andover and local area.

### **Essential Skills/knowledge**

- Good level of English
- Good communicator
- Enthusiasm
- Knowledge of music

### **Additional skills/knowledge**

- Flexibility to working times – shows will have set times
- Ability for pre-recording clips as required
- Experience of DAD system helpful but not essential (Training will be provided)
- Knowledge of social media, particularly Facebook
- Experience of MS Office, particularly Word & Outlook
- Experience of Adobe Audition (Training will be provided)
- Use of telephone

### **Personal qualities**

Ideally an outgoing person. Easy to communicate with and able to relate to the listeners and engage with them. A team player who can work without supervision.