

## RADIO DEEJAY JOB DESCRIPTION

<b>Position:</b>	RADIO DEEJAY	<b>Department:</b>	RADIO
<b>Key Result Area</b>		<b>Description</b>	
1. Planning		<ul style="list-style-type: none"> <li>• Develop concepts for live radio shows and productions, outside events and promotions. This includes budgets.</li> <li>• Undertake research on topics related to the radio show</li> <li>• liaise with internal and external stakeholders to strengthen radio</li> </ul>	
2. Key Roles		<ul style="list-style-type: none"> <li>• Create engaging and relevant content for FM radio specifically targeting youth and women demographics;</li> <li>• Host live and recorded studio shows</li> <li>• Host 'outside broadcasts' at external venues and in front of a live audience</li> <li>• Research popular issues and have the ability to share that with the audience</li> <li>• Speak live to an audience and extract their views on selected topics</li> <li>• Deliver critical information such as weather reports, breaking news events, and community events.</li> <li>• Ability to inspire and awe the audience with intelligent, respectful and quality information free of vulgarity.</li> <li>• Stay up to date with laws relating to copyright, privacy, contempt and defamation along with advances in technology;</li> <li>• Liaise with internal and external stakeholders to develop appropriate and relevant radio content for VBTC;</li> <li>• Work with our creative and marketing teams;</li> <li>• Follow the company's brand guidelines;</li> <li>• Present to senior management;</li> <li>• Assist develop an overall brand messaging strategy</li> </ul>	
3. Revenue Opportunities		<ul style="list-style-type: none"> <li>• Work to identify revenue opportunities via artistic work</li> <li>• Work within the limitations of the budget as set by management</li> </ul>	
4. Relationship Management		<ul style="list-style-type: none"> <li>• Must be a Team player</li> <li>• Build strong relationship with both internal and external stakeholders</li> </ul>	
4. Reporting		<ul style="list-style-type: none"> <li>• Regularly report to the Executive Producer Radio</li> <li>• Regular report of impact assessment</li> <li>• Report achievement of targets</li> </ul>	

### Key Performance Indicators

1. **Accuracy & Timeliness** - Pay attention to detail including checking the facts of content to ensure it is accurate and reliable. Meet deadlines and expected revenue targets.
2. **Commitment to work** – Show interest and enthusiasm for the job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC policies.
3. **Initiative** – Completes work independently with little or no supervision; identifies any problems on the job and solves them or speaks up about it.
4. **Teamwork** – Displays initiative and teamwork between staff and management.
5. **Quality of Reporting** – Provide quality reporting by impact assessments for improvement.
6. **Innovation & Creativity** - Demonstrates innovation and creativity in relation to content ideas and productions.
7. **Schedule** - Content is scheduled accurately and intelligently.
8. **Promotional material** - Promos of content and station are produced and broadcast appropriately.

### Qualifications, Skills and Experience

A minimum of 2 years proven work experience in video production or any other related field.

- Excellent verbal and written communication skills in Bislama and either English or French
- Excellent knowledge of local and international music
- Demonstrable production skills using computer technology
- Proven interest and experience in artistic works with a strong local flavour
- Strong Interpersonal & Media skills
- A valid driver's license is desired but not mandatory
- Proven enthusiasm, confidence and Perseverance
- Ability to interact, communicate and present ideas
- Professionalism regarding time, costs and deadlines
- Creative thinker
- Knowledge of current affairs and news