



**THE FOLLOWING VACANCY EXISTS AT RADIO PULPIT AND CANDIDATES WHO QUALIFY ARE INVITED TO APPLY**

## **RADIO CONTENT ORGANISER**

(C1)

**RADIO PULPIT, a Christian Community Radio Station** is looking for a dynamic individual that is passionate about radio broadcasting and media content creation.

### **JOB CONTENT**

#### **Summary of the job:**

The Radio Content Organiser supports Radio's strategic objectives by executing allocated programmes and content, organising recording schedules, coordinating stakeholders' content (audio and visual) provision, handling administrative tasks, promoting content, and co-ordinating content for platforms such as 657AM, YouTube, social media, digital platforms, streaming, and podcasts.

Organising content for the following platforms (including but not limited)

- 657AM
- YouTube
- Streaming
- Social media
- Digital media
- Electronic media
- Podcasts

#### **Output 1: Plan & Organise Quality Content for Different Broadcasting Platforms (English & Afrikaans Content)**

##### **Key Tasks:**

The Radio Content Organiser supports the Senior Manager in identifying, developing, and scheduling diverse programmes that reflect Christian community values and interests. Key responsibilities include:

- Continuously presenting content aligned with the station's licence conditions, mission, values, and listener preferences.
- Implementing the programme schedule for 657AM and other platforms.
- Organising recording dates and times for audio and audio-visual content.
- Downloading, editing, and scheduling syndicated programmes and recorded content for various content platforms.
- Controlling the daily broadcast log to ensure content alignment with station standards.
- Identifying programme content for podcasts, digital, electronic, and social media in collaboration with the Communications Department.
- Coordinating interviews, live broadcasts, and special events.
- Providing presenters with necessary communications, instructions, and company circulars.

**Your daily companion • Jou daaglikse reisgenoot**

- Maintaining regular contact with presenters regarding programme administrative matters and addressing any queries or issues within policy and schedule constraints.
- Planning and coordinating direct broadcasts and events in collaboration with relevant departments.
- Executing final control and ensuring the editing of specified programmes.

## **Output 2: Administration**

### Key Tasks:

- Booking studio sessions and content recordings.
- Coordinating presenters, guests, and contributors to plan programme content and themes, as well as content for social, digital, electronic, and podcasting platforms.
- Supporting the Senior Manager in sourcing and managing content, including music, content, and community announcements.
- Receiving programme participants and completing necessary administration.
- Organising payments for participants according to the claim system.
- Providing HR with information on new presenters for contract completion or renewal.
- Managing presenter claims according to allocated codes.
- Keeping the CRM system updated with guest information.
- Arranging training sessions with presenters and content providers as directed by the manager.

## **Output 3: Podcasting of Programmes**

### Key Tasks:

- Coordinating the creation of new channels for podcasts of programmes or content as agreed upon with management, in conjunction with the Communications Department.
- Selecting, editing, and uploading podcasts on the server as required.
- Regulating output levels of recordings.
- Liaising with all stakeholders to ensure necessary imported programmes have been podcast.
- Ensuring each podcast loaded on the system includes the required programme description.

## **Output 4: Technical Support**

### Key Tasks:

- Program Scheduling:  
Providing the technical team with detailed programming schedules.  
Ensuring clarity on the timing and sequence of pre-recorded programmes and live broadcasts.
- Content Delivery:  
Supplying pre-recorded audio files in the correct format.  
Ensuring timely delivery of all content to avoid broadcast delays.
- Quality Control:  
Reviewing the audio quality of pre-recorded content and providing feedback to the technical team.  
Working with the technical team to address any audio quality issues.
- Technical Issue Resolution:  
Assisting in diagnosing and resolving technical problems quickly to minimize broadcast interruptions.  
Providing detailed reports on technical issues and their resolution for future reference.

## **Output 5: Content Support for Social, Digital, and Electronic Media**

### Key Tasks:

- Providing the Communications Department with content to be posted on social, digital, and electronic media platforms.
- Coordinating and identifying programmes, content, and guests for social, digital, and electronic media platforms.
- Identifying influencers and friends for Radio Pulpit.
- 

## **Minimum Requirements**

### **Qualifications and Experience:**

To perform this job successfully, the incumbent must have the following knowledge, skills and ability:

## Education and Qualification:

### **Minimum Qualifications:**

- Diploma in Communications, Media Studies, Broadcast Journalism, or a related field (NQF 5)
- Relevant certifications in radio broadcasting or media production

### **Knowledge:**

- In-depth understanding of radio broadcasting processes and standards
- Understand listener/audience research
- Understanding of the core listener audience and Christian environment and content providers/creators
- Audio editing software and techniques
- Familiarity with downloading, editing, and scheduling syndicated content
- Understanding of broadcasting regulations and compliance requirements
- Compiling radio programmes
- Media and broadcasting policy as well as all other relevant Radio Pulpit policy documents
- Knowledge and working experience on RCS/Cool Edit and Windows (Word, Excel and Outlook)
- Knowledge of organising content for radio, streaming, social media, electronic and digital media and podcasts

### Experience:

- Minimum of 2-3 years of experience in radio programming, production, or a similar role
- Proven experience in radio broadcasting or media coordination, with a focus on talk radio shows or focus on strong admin skills or someone with the orientation of media platforms and where and how to get good content (at least 1-year experience)
- Hands-on experience with the technical aspects of radio broadcasting, including editing and final control.
- Working experience in organising content for radio, streaming, social media, electronic and digital media and podcasts

### Required Skills, Competencies and Personal Qualities:

#### **Skills and Competencies:**

- Technical Skills: Proficiency with broadcast equipment and audio editing software (e.g., Adobe Audition, Pro Tools).
- Strong verbal and written communication skills for interaction with presenters, management, and external stakeholders
- Ability to analyse and solve problems and think on his/her feet (e.g. presenter on short notice not able to present)
- Focus on quality (work accuracy, content quality and radio/platform quality)
- Administration skills: Ability to handle administrative tasks efficiently, including scheduling, record-keeping, and managing payments
- Excellent organizational and time-management skills to manage multiple tasks and schedules effectively
- Problem-solving: Ability to troubleshoot technical issues and address presenter queries promptly and effectively.
- Database Management: Skills in maintaining and managing electronic databases for easy retrieval of archived material and content providers
- Creative thinking and problem-solving skills for content of social, electronic and digital media and podcasting platforms

#### **Personal Attributes**

- Excellent judgment skills
- Able to work independently as well as in a team
- Good hearing
- Detail orientated: High level of accuracy and attention to detail in all tasks
- Adaptability: Ability to adapt to changing schedules and requirements, demonstrating flexibility in a dynamic environment.
- Team player: Strong ability to work collaboratively with a team and build positive relationships with colleagues and stakeholders.
- Proactive: Self-motivated and proactive in identifying and addressing potential issues before they become problems.
- Reliable: Dependable and able to manage responsibilities with minimal supervision.
- Creative thinking: Ability to think creatively and propose innovative solutions to enhance programme and media platform (social, electronic and digital media content and podcasting platforms) content quality and efficiency.
- Customer-focused: Strong commitment to providing excellent service to presenters, listeners, and clients.

Language proficiency: English and Afrikaans

Location: Pretoria, Gauteng

Candidates who meet the minimum requirements are encouraged to apply for this position by sending their resume with a cover letter detailing why they would be a great fit for this role and why they would like to work for a **Christian** community radio station by no later than 31 July 2024 to: [jobs657@radiokansel.co.za](mailto:jobs657@radiokansel.co.za). Applications without the indicated cover letter will not be considered.

If you have not heard from us within 30 days of the application deadline, please consider your application unsuccessful.