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| <b>Role:</b>                 | <b>Events and Content Producer (Part-Time)</b>   |
| <b>Reports to:</b>           | Managing Director  |
| <b>Location:</b>             | Home-working   |
| <b>Pay Range:</b>            | £25k-£30k pro rata (£15k-£18k actual)  |
| <b>Contract terms:</b>       | Part-time (3 days per week) and Freelance Contract   |
| <b>Contract period:</b>      | Initially a six-month contract   |
| <b>Application Deadline:</b> | 27 May 2021, at 5pm  |
| <b>Application Details:</b>  | Please send a CV of max 2 sides A4, with a cover letter of max 1 side A4 to <a href="mailto:eventproducer@radioacademy.org">eventproducer@radioacademy.org</a> |

Role summary:

The Radio Academy is seeking an Events and Content Producer, to lead on devising and delivering an exciting calendar of regular programming for our members.

The successful candidate will have a thorough, in-depth knowledge of the UK radio and audio sector, with an excellent network of contacts, and relevant professional experience in live broadcasting, audio/video editing, and website content production.

They will have a flair for coming up with original, timely ideas for content that supports the Radio Academy's objectives to develop, promote and recognise excellence in UK radio and audio.

Events will initially be virtual and live-streamed, with face-to-face events expected to start up again later in the year.

This is not an entry-level role. We are looking for candidates with significant professional experience. We hope to offer entry-level opportunities in the future.

Key outputs and responsibilities:

- Devise and deliver a programme of approximately fortnightly short events for Radio Academy members
- Book guests, conducting any necessary pre-research
- Book, brief and produce event hosts
- Produce the live events, usually conducted via Zoom, working with event hosts to get the best out of guests
- Edit audio and short video highlights of the events, for a variety of platforms
- Write website and social media content to promote registration and catch-up viewing
- Ensure that the programme of events is representative of the full breadth of the UK radio and audio sector, in its variety of topics, speakers and hosts
- Ensure that speakers at Academy events are representative of the diversity of the UK, in gender, ethnicity, sexuality, age and class - both in individual events and across the wider programme

### Key knowledge and experience:

- An in-depth understanding of and significant passion for the UK Radio and Audio sector
- An excellent network of contacts, which can be used to book exciting and unexpected guests and hosts
- Brilliant instincts for creative event ideas that will fascinate our members
- Experience of producing live broadcasts or events, and the pressures of the live environment
- Experience of producing speech content, and getting the best out of guests and hosts
- Good journalistic understanding, particularly around the legal issues of live content
- Audio and video editing skills
- Strong written skills, for summarising events and promoting content on digital platforms

### About The Radio Academy

The Radio Academy is the UK radio and audio industry's charity, dedicated to the development, promotion and recognition of excellence in UK radio and audio. We are funded by annual membership from individuals and major employers in the industry, and our events and schemes are sponsored by a family of key industry companies. We host a varied programme of events and schemes throughout the year, bringing together creative people from across the industry, aiming to break down barriers for debate, networking and celebration. The Radio Academy celebrates diversity in all its forms, and aims to be representative of the country and the industry in all our activities.

### Advice for your application

Please write a bespoke cover letter, summarising why you are suited for this specific role. We want to be convinced of your understanding of the UK radio and audio industry, as well as your relevant experience. Show us that you understand the Radio Academy and our work, and that you have a passion for our mission.