Job Description
Music Team

Position: Music Compiler (Any **Music students and DJ's will be advantageous**)

A: **ACCOUNTABLITY**

    People accountable to: Music Manager, The Station Manager
                                            Management Committee.

B: **OVERALL PURPOSE OF POSITION**: To select and schedule music programmes that attract the largest possible audiences, in-line with the Station's mandate and identity

C: **KEY AREAS OF RESPONSIBILITY**

1. Music Compilations:
- Make input in the information of the station's music strategy.
- This is to ensure that the compiler compiles music way in advance in accordance with the stations protocol that the compiler must compile a week in advance.
- To compile radio edits only (clean songs).
- Provide music listening session scorecards, as and when needed.
- Your music compilations must be diverse and fit the brief of that show.
- A compiler is allocated several shows that they will compile music for.
- Conduct regular research to keep abreast with industry development and ahead of competitors.
- They compile music for the specific show taking into consideration the brief of the show, the length of the show and genre of music to be played on the show.

2. Resource of Music:
- Music compilers are required to resource music monthly.
- It is important to keep up with these the latest trends and who is relevant.
- Music Compilers must get the latest music editions as soon as possible.
- Listen to new music for appropriateness and ensure it is catalogued before going on air.
- Compilers are required to find a series of diverse music for the station.
- Maintain good relationship with Record companies, Artists and Promoters.
- These new editions to the music folder are to always be radio edits.
- They source music for the station.
- The music could be in a form of a physical cd or an .mp3 format that is online.
- They make sure that the station has got clean radio edit songs. They make sure that they are informed about what latest music is available on the market and trends within the music industry both local and international.

3. **Music Committee**:
   - Compilers are responsible for attending every Music Committee meeting, which takes place once a week.
   - Participate in station Music policy and Playlist meetings
   - The music compiler reports to the music manager, they must attend 4 music committee meetings a month with the rest of the music team.
   - Compilers are required to submit weekly reports
   - They are required to spend a minimum of 8 hours at the station
   - The times may include weekends at times and are negotiated with the music manager
   - The individual must be able to manage time.

4. **Additional duties:**
   - Report writing
   - Adhering to set deadlines
   - Excellent computer skills
   - Researching
   - To do analysis of music trend

Send your curriculum vitae and motivational letter to *music.madibazradio@mandela.ac.za*