

**Job Description**  
Programming

**Position:** Presenter

**A: ACCOUNTABILITY**

**People accountable to:** The Producer, Programming Manager, Station Manager and the Management Committee.

**B: OVERALL PURPOSE OF POSITION:** To be the “voice” of the station. Engage audience and representing the station in a respectable light. Making sure the overall content is researched, up-to-date and is fit for show as per genre and identity. The content and sound of Madibaz Radio’s output is of a high quality, audience specific while putting into practice the guidelines set out in the station’s licensing conditions and programming policies.

**C: KEY AREAS OF RESPONSIBILITY**

- Researching features that will come up during the radio show
- Planning the general direction of the show in light of current events and per genre and identity. This may include writing and scripting in preparation.
- Rehearsing for the show
- Meeting guests beforehand and discussing the outline of interviews
- Introducing music, guests and other features throughout the show
- Ensuring the smooth running of the show
- Conducting interviews with guests in person (either live, recorded or telephonic) or on the telephone
- Reading live reads provided by the station
- Introduces and concludes the program to listeners
- Hosts talk breaks on either side of songs
- Front and back-announces songs
- Takes calls from listeners in programs with a talkback component
- Maintains on-air direction of segments within a talk break.
- Informative, well-prepared and original, with a clear idea of how to engage with the listener as an individual.

Please send us your cv, motivational letter and demo to  
[programming.madibazradio@mandela.ac.za](mailto:programming.madibazradio@mandela.ac.za)