

**Job Description**  
Programming

**Position:** Producer

**MCC/Journalism students advantageous**

**A: ACCOUNTABILITY**

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

**People accountable for:** Presenters and Contributors.

**B: OVERALL PURPOSE OF POSITION:** To ensure that 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**

- Keeping the show and segments to the proper time constraints
- Editing show audio and pre-recorded segments.
- Providing and organizing innovative content material for presenters to draw from in light of current events and per genre and identity
- Providing music and show media
- Identifying and monitoring the direction for the presenters to take over the course of a talk break, singular show and run entire show
- Organizing and managing guests for the show.
- The producer may also operate the control panel for broadcast.
- The producer must be present during a shows broadcast and is usually situated in an adjoining room to the presenters connected by window.
- Have a clear idea of the objectives of the program, and the actions necessary to get there in development with their on-air talent.

Send your cv and motivational letter to: [programming.madibazradio@mandela.ac.za](mailto:programming.madibazradio@mandela.ac.za)