

Job Description

Music Team

Position: Music Compiler

Music students advantageous or DJ's

A: ACCOUNTABILITY

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

B: OVERALL PURPOSE OF POSITION: To ensure that the music resources of the station are effectively developed and maintained. Ensure that the station continues to have good relations with record companies, independent musicians and the music industry.

C: KEY AREAS OF RESPONSIBILITY

1. Music Compilations: This is to ensure that the compiler compiles music way in advance in accordance with the stations protocol that the compiler has to compile a week in advance. To compile radio edits only (clean songs). Your music compilations must be diverse and fit the brief of that particular show.

A compiler is allocated a number of shows that they will compile music for. 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. They compile music using the stations computers, mark the particular day's compilation and produce a word document detailing the songs played in each show they have compiled for.

2. Resource of Music: Music compilers are required to resource music on a monthly basis. 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. Compilers are required to find a series of diverse music for the station. 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 new music is available on the market and trends within the music industry both local and international.

3. Music Committee: Compilers are required to attend every Music Committee meeting, which takes place once a week.

A compiler has to attend music compiler meetings weekly where they need to contribute on discussions about the stations music resources, compilations and sound of the station.

The music compiler reports to the music manager. They have to attend 4 music committee meetings a month with the rest of the music team. They submit weekly reports typed out in word documents.

They are required to spend a minimum of 8 hours at the station a week or doing station work. The times may include weekends at times and are negotiated with the music manager and agreed upon. The individual has to be able to manage time.

Report writing (typed)

Keeping deadlines

Computer skills

Researching

Music trend analysis

Send your CV and motivational letter to
music.madibazradio@mandela.ac.za