

Join **CSR's** Committee

Hey! Thanks for your interest in joining CSR's Committee. This document will outline the roles available, and what each role entails. Please see Page 2.

The deadline for applying to these roles and sending your manifestos to us is **Friday 15th July, 2022.**

By submitting a manifesto for election, you acknowledge that;

Your manifesto will be displayed for members to vote and elect the candidate they deem most suitable for the role. Your manifesto should discuss what you aim to achieve, how you aim to achieve these commitments and what prior experience, knowledge or skills you have obtained in order to help you in this role. You should not use the manifesto to discuss personal feelings about other societies or discuss attitudes towards other members or institutions associated with CSR. In this instance, your manifesto may be rejected and you may need to re-submit. Once elected, training for each role will be completed by previous heads of departments on what is known as the 'handover process', as well as committee members from the appropriate department. If you're unsure on the elections process, what to include in your manifesto or would like more information about the committee, head over to our elections dashboard at csr.fm/committee. If you have a question you feel is unanswered and would like further clarity please e-mail manager@csr.fm.

Station Manager (Society President)

- Oversee the day-to-day running of the station, regularly staying in touch with Head of Departments, University Reps and other committee members through monthly team meetings and more regular manager catch ups.
- Liaison with other societies, overseeing student-led initiatives on CSR as well as project management (e.g. podcasts)
- Should stay neutral in discussions and help calm disagreements, if in a debate over the station you feel strongly one way you must give reasons same as other committee members, Station Managers cannot outweigh a committee decision.
- Able to organise and oversee the coordination of training including proficiency in Myriad, Myriad Anywhere, Myriad AutoImporter and point of contact with PSquared Myriad/Broadcast Radio.
- Implementation and maintenance of the newest I.T. Systems and back-end management of Myriad v5.
- Handle sponsorship and promotions relations by liaising with the Marketing Department, local businesses and charitable initiatives as well as communicating directly with Kent Union and Kent Union staff to achieve station objectives.

On-Air Manager (Vice-President)

- Should liaise with On-Air Heads and assist/train them in their jobs. Will be required to do some programming to help their Heads. Able to organise trips for team training (must work with Kent Union)
- This role is specifically designed for overseeing on-air operations and training new members. A good technical ability as well as any skills in social media are of relevance.

Head of Speech Programming

- Speech shows are talking heavy shows, on any topic within radio friendly guidelines, though they can have music.
- Will need to work with the Marketing Team to create and put out ads for show slots/types and to promote current shows.
- Should check in on Speech members regularly to make sure everything is running smoothly and that they are happy. Will need to programme Speech shows weekly, usually between 5-10pm though should discuss with other On-Air Team Leaders if shows need moving around, will also need to work alongside Specialist Team Leader especially.

Head of Specialist Programming

- Specialist (Music) are shows dedicated to specific genres of music [rock, dance, RnB], can be any within radio friendly guidelines.
- Will need to work with the Marketing Team to create and put out ads for show slots/types and to promote current shows.
- Should check in on Specialist members regularly to make sure everything is running smoothly and that they are happy.
- Will need to programme Specialist shows weekly, usually between 6pm-12 midnight though should discuss with other On-Air Team Leaders if shows need moving around, will also need to work alongside Speech Team Leader especially.

Head of Daytime Programming

- Daytime should be a mixture of talking and music, should be upbeat and easy listening to all
- Will need to work with the Marketing Team to create and put out ads for show slots/types and to promote current shows.
- Should check in on Specialist members regularly to make sure everything is running smoothly and that they are happy.
- Will need to programme Daytime shows weekly, usually between 7am-6pm, though should discuss with other On-Air Team Leaders if other types of shows need moving around into Daytime slots.

Head of Weekend Programming

- Weekend shows should aim to be cheery, relaxing and feel good, though presenters can still do whatever they may like and it will follow daytime and speech/specialist formats for shows, though they can be more mixed times on weekends.
- Will need to work with the Marketing Team to create and put out ads for show slots/types and to promote current shows.
- Should check in on Weekend members regularly to make sure everything is running smoothly and that they are happy. Will need to programme Weekend shows weekly, usually between 7am-midnight (On-Air Manager will be helping) though should discuss with other On-Air Team Leaders if other types of shows need moving around.

Head of Marketing

- Will be in charge of running marketing campaigns and will need to discuss advertising (and the new prices for 2021) with Kent Union and Station Manager.
- Able to organise trips for team training (must work with Kent Union) and includes close liaison with on-air manager to ensure strategic objectives are fulfilled.

Head of Design

- The creative lead of CSR, including graphic design and social media posts.
- Will be able to decide whether more designers are needed. Should be able to also contribute to one or more areas of design.

Head of Web

- Will need to manage and design the website.
- Will need to stay up to date on leading radio and other media website appearances and trends to keep the station moving forwards. Prior experience and competence using Wordpress or HTML5 is essential.

Head of Social Media

- Work with the Marketing Manager to promote any CSR competitions or breaking news. Should make sure the social channels reflect student and community life in Canterbury.
- Prior experience using social media is essential.

Head of Sound Design

- Will need to liaise with the Marketing Manager to produce audio content for the station and work alongside the On-Air Manager to implement new jingles for programmes.
- Will need to be able to use DAWs and audio editing software such as Audacity, Adobe Audition and Pro Tools to make promos and radio imaging, full training will be given.

Head of Music

- Will upload and create monthly playlists that are targeted towards students, whilst being able to be listened to by the general public, should always include some of the latest tracks.
- Each month's music should be suitable for the season, i.e. June is Summer music and September/October/January could be reflecting a new year/semester for students.
- Should be able to keep up with the latest music trends. Would need to forward on some artists looking for interviews onto the On-Air Heads. Will also need to keep up to date on regulations surrounding music use.

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