Presenter Duty Statements

Prepare and present, alone or with others, a regular program at the 3HCR radio station. This voluntary role involves:

-        Preparing a regular radio program of any length (but typically 1/2 to 1 hour) of your own design or one chosen by the 3HCR Program manager including researching and choosing material or music to include and preparing introductory, fill in and closing words. For example, the program can be about a local topic (local news and events, rural related, or be about a more general topic of interest to the local community)
-        Presenting the program at the broadcast time live, or recorded to be played later
-        Accept feedback and incorporate changes over time
-        Operate the radio console, including using a computer and other electronic equipment (for which training can be provided)

 The role uses the following skills:

-        your clear speaking voice
-        your enthusiasm for the local community and a desire to inform and/or entertain
-        ability to accept a regular role and commit to that time and day
-        ability to devote time to the program preparation (typically the preparation time is at least double the "on air" time)

Program Manager Duty Statements

Prepare and publish a schedule of programs for Radio 3HCR, including discussions with the committee and getting approval, and working with the Volunteer Manager to recruit and train presenters this role involves:

-        starting with existing presenters, schedule programs to be played live or based on pre-recorded programs
-        incorporate pre-recorded programs from other sources, such as CBA programs, talking books, etc.
-        work with the Volunteer Manager to recruit presenters to prepare and present additional programs
-        monitor the quality of programs and provide feedback to presenters

This role involves the following skills:

- ability to construct a schedule of programs which is constantly evolving and developing
- ability to use relevant computer programs
- willingness to work with others to develop new programs

Volunteer Manager Duty Statements

Recruit, train and mentor new volunteers at Radio 3HCR. Prepare and publish a roster of shifts for printers, including managing the ongoing management of the roster. This role involves:

- advertising and promoting volunteer opportunities
- running information sessions and auditions for new and prospective volunteers
- mentoring new volunteers, including providing feedback
- preparing and distributing the roster of shifts
- managing the roster month by month (for example finding a way to fill a shift if someone if unavailable at late notice
- work with the Program Manager to determine what volunteer mix is needed and how to fill it (for example, create a program for a presenter who has particular interest, or recruit a presenter for a program that is needed)

This role involves the following skills:

- organised person who can use relevant computer programs
- being relatively available to manage the roster
- able to work in a team.

Digital manager Duty Statements

Prepare plans and manage the progression towards digital transmission by 3HCR, including internet streaming, podcasts and creating a social media presence.

- Preparing an overall digital plan for 3HCR and obtain committee approval
- investigate the digital channels relevant to the 3HCR audience - which social media for example.

- investigate ways of implementing a digital presence - for example recruit local resources, volunteers including ABV, including youth involvement via schools/colleges.
- manage the implementation of a digital and social media presence
- implement an ongoing digital management plan

The role uses the following skills:

- planning and management skills
- ability to consult widely and bring abroad local resources
- knowledge, or ability to acquire knowledge, of relevant digital and social media.

Technology manager Duty Statements

This vital role would suit someone with a working knowledge and enthusiasm for radio, ICT and technology in general. The 3HCR technology manager should develop and maintain a working knowledge of, and responsibility for the station's equipment, systems and operation across the key areas of:

- *Transmission* – inspection, maintenance and optimisation of the radio frequency (RF) transmission equipment (transmitter, transmission lines, antennas, translators).
- *Audio* – inspection, maintenance and optimisation of the audio signal path – from microphone to transmitter.
- *Information and Communications Technology* – management of the stations ICT needs, including computer maintenance, networking, connectivity and security.

The Technology Manager should work closely with the station's operational participants to understand emerging needs, system performance and reliability. The Tech Manager should seek opportunities to introduce new functionality to the station, including but not limited to:

- System monitoring and redundancy (power,connectivity, transmission)
- Audio streaming – live and on-demand
- Packaged programs (podcasts)
- Secure remote access
- Outside (community) broadcasts (e.g. for special events)

Promotion and fund-raising coordinator/s Duty Statements

3HCR needs enthusiastic people to help both in promoting our community radio station and in raising the funds needed to enable the station not only to keep going but also to expand the size of our audience and the range of programs available to our listeners.

Enthusiasm is the key requirement: enthusiasm for the role that 3HCR can play in our community and enthusiasm for building community ties through regular, informed and entertaining radio programs.

What the role entails:

Spreading the word about 3HCR by talking to friends, preparing and distributing promotional posters, writing short articles for local newspapers about 3HCR, setting up 3HCR stalls at local events – maybe even arranging for outside broadcasts.

Encouraging people to become 'friends' (members) of 3HCR, contributing to station funds through a modest membership fee

Building up the listening audience by engaging people to take an active interest in the station and its programs.

Talking to teachers and students about opportunities for work experience with a community radio station – from the technical roles needed to keep the station on air, to how to prepare and present programs that keep people listening, and how to deliver programs through different forms of social media

Talking to local businesses about the benefits of advertising via 3HCR and putting together 'advertising packages' that suit their needs – another benefit of community radio is its ability to be flexible.

Looking out for opportunities to apply for grants – from local foundations, from local, state and federal governments as well as from government agencies that specifically direct funding to support community radio.

Working with others at 3HCR to prepare and submit grant applications – and to report back to the grant provider on the impacts of successful applications

Being alert to possible donations, whether in cash or kind – and report back to the donor on the impact of their generosity.

You don't have to do it all at once, and can share the role with a friend, or two. And most importantly, you will be supported by 3HCR's Sue omeosown@yahoo.com.au Maureen mwebb03@bigpond.com & Lorna lornapete99@gmail.com.For more information contact one of the above.