

# MDXFM Committee Role Descriptions 2021-22

Every MDX Student Media platform is led by an elected leader, alongside a committee selected through an interview process. All of our teams are friendly and approachable, and every MDX Student Media member is welcome to apply for a committee role regardless of their experience or background.

This year, the Head of Radio is looking for a Deputy Head of Radio, Head of Music and Social Media Manager to lead the station across the academic year. The team will be responsible for organising shows and content, hosting events and activities, making sure all members feel included and involved, and promoting the station across campus. Full support will be given to every committee member to make sure they grow and thrive!

All roles are voluntary and require on average a commitment of four hours per week.

The role descriptions can be read below, and you can express interest in a role through this form. Prospective committee members will then be invited to an interview with the Head of Radio to find out more about you, why you are interested in the role, and why you think you are the right person for the position.



## Deputy Head of Radio:

The role of the Deputy Head of Radio is to support and assist the Head of Radio to run the radio station, develop projects and events, and support the MDXFM team. You will be one of the main points of contact for all members alongside the Head of Radio, making sure team meetings take place, members

are supported and involved, and organising collaborative events and opportunities with other student groups.

The Deputy Head of Radio will have the full support from the Student Media Coordinator and Head of Radio and receive all relevant training required to successfully fulfil the role.

Meetings will take place at least once on a fortnightly basis, with all other MDXFM committee members. Communication with other leaders of the station is essential to the growth and success of the station.

<b>What are the benefits to you?</b>	<b>What skills will you develop in the role?</b>	<b>Who are we looking for for this role?</b>
<ul style="list-style-type: none"> <li>• Build verbal communication skills</li> <li>• Work as part of a team</li> <li>• An opportunity to work within a dynamic, student-led organisation making a real difference for students at Middlesex University</li> <li>• Be a vital part of the student community by representing your student media</li> <li>• Work in a vibrant, fun and exciting environment</li> <li>• Gain knowledge and experience in a media environment</li> <li>• Enhance technical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Leadership skills</li> <li>• Decision making</li> <li>• Problem solving</li> <li>• Networking</li> <li>• Teamwork</li> <li>• Time management</li> <li>• Organisational skills</li> <li>• Community awareness</li> <li>• Work to deadlines</li> </ul> <p><b>Required Training provided for this role:</b></p> <p>Media Law training, Radio Studio induction</p> <p><b>Optional Training for this role:</b></p> <p>Marketing &amp; social media, Income &amp; advertising,</p>	<p>We are looking for someone with a passion for podcasting and radio who is ready to get involved with leading a dynamic and growing team of student podcasters, radio hosts and producers.</p> <p>No specific experience or qualifications are necessarily required for this role, just enthusiasm and energy!</p> <p>All team members will be given introductory training explaining the role and responsibilities and covering the basic skills required to undertake the role.</p>

	Photography, Photoshop and Web development	Ongoing in-depth support will be provided by the Student Media Coordinator and the Student Communities and Development Team.
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## Head of Music:

This is a great opportunity for someone who loves discovering upcoming music and musicians. You will be the main point of contact for promoters to reach out to play their artists' music on the air!

You will also be in charge of creating excellent playlists ready to entertain listeners if there aren't any live shows, and at times you'll be asked to make playlists in celebration of monthly events like Black History Month, Men's Mental Health month, International Women's Day, songs of the month etc.

The Head of Music will have the full support from the Student Media Coordinator and Head of Radio and receive all relevant training required to successfully fulfil the role.

Meetings will take place at least once on a fortnightly basis, with all other MDXFM committee members. Communication with other leaders of the station is essential to the growth and success of the station.

<b>What are the benefits to you?</b>	<b>What skills will you develop in the role?</b>	<b>Who are we looking for for this role?</b>
<ul style="list-style-type: none"> <li>• Build verbal communication skills</li> <li>• Work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Decision making</li> <li>• Problem solving</li> <li>• Networking</li> </ul>	

<ul style="list-style-type: none"> <li>• An opportunity to work within a dynamic, student-led organisation making a real difference for students at Middlesex University</li> <li>• Be a vital part of the student community by representing your student media</li> <li>• Work in a vibrant, fun and exciting environment</li> <li>• Gain knowledge and experience in a media environment</li> <li>• Enhance technical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Time management</li> <li>• Organisational skills</li> <li>• Community awareness</li> <li>• Work to deadlines</li> </ul> <p><b>Required Training provided for this role:</b></p> <p>Media Law training, Radio Studio induction</p> <p><b>Optional Training for this role:</b></p> <p>Marketing &amp; social media, Income &amp; advertising, Photography, Photoshop and Web development</p>	<p>We are looking for someone with a passion for music and radio who is keen to share new music, promote upcoming artists and get involved with the day to day running of MDXFM.</p> <p>No specific experience or qualifications are necessarily required for this role, just enthusiasm and energy!</p> <p>All team members will be given introductory training explaining the role and responsibilities and covering the basic skills required to undertake the role.</p> <p>Ongoing in-depth support will be provided by the Student Media Coordinator and the Student Communities and Development Team.</p>
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## Social Media Manager:

As social media manager, the most important part of the role is your ability to raise awareness of the station through promotion on various social media accounts, and subsequently garner interest in MDXFM both on and off-campus by doing so. It's also important that you can promote collaborative events involving the station as much as possible.

As Social Media Manager you will ensure that your awareness of upcoming events for each other student society is consistently up to date. This ensures that the radio station is consistently in line with current events on campus and remains a reliable hub for student promotion. In this role you will also be able to engage with comments and interactions from viewers on all social media platforms, presenting a fun and active presence on social media.

The Social Media Manager will have the full support from the Student Media Coordinator and Head of Radio and receive all relevant training required to successfully fulfil the role.

Meetings will take place at least once on a fortnightly basis, with all other MDXFM committee members. Communication with other leaders of the station is essential to the growth and success of the station.

<b>What are the benefits to you?</b>	<b>What skills will you develop in the role?</b>	<b>Who are we looking for for this role?</b>
<ul style="list-style-type: none"> <li>• Build written and verbal communication skills</li> <li>• Work as part of a team</li> <li>• An opportunity to work within a dynamic, student-led organisation making a real difference for students at Middlesex University</li> <li>• Be a vital part of the student community by representing your student media</li> <li>• Work in a vibrant, fun and exciting environment</li> <li>• Gain knowledge and experience in a media environment</li> <li>• Enhance technical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Social media management</li> <li>• Copy writing for social media</li> <li>• Decision making</li> <li>• Problem solving</li> <li>• Networking</li> <li>• Teamwork</li> <li>• Time management</li> <li>• Organisational skills</li> <li>• Community awareness</li> <li>• Work to deadlines</li> </ul> <p><b>Required Training provided for this role:</b></p> <p>Marketing and social media training, Media Law training</p>	<p>We are looking for someone with an interest in social media content creation, with good written and verbal communication skills and who loves to work with others. It would also be beneficial for you to have a working knowledge of social media platforms, particularly Instagram and TikTok.</p> <p>No specific experience or qualifications are necessarily required for this role, just enthusiasm and energy!</p>

	<p><b>Optional Training for this role:</b></p> <p>Income &amp; advertising, Photography, Photoshop, Video editing and Web development</p>	<p>All team members will be given introductory training explaining the role and responsibilities and covering the basic skills required to undertake the role.</p> <p>Ongoing in-depth support will be provided by the Student Media Coordinator and the Student Communities and Development Team.</p>
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