

MDXTV 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 TV is looking for a Deputy Head of TV, Head of Production and Social Media Manager to lead MDXTV across the academic year. The team will be responsible for creating fun and informative video content with other members, hosting events and activities, making sure all members feel included and involved, and promoting MDXTV 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 TV:

We are looking for a Deputy Head of TV who will work closely with the Head of TV on various events, projects, and productions. You will get to implement fun creative ideas and collaborate with MDX students to create content that is both fun and useful!

This is an exciting role and provides the opportunity for you to sharpen your production skills, with enough training on hand all we need is your enthusiasm and willingness to work within a team! You will

be one of the main points of contact for all members alongside the Head of TV, 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 TV 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 MDXTV committee members. Communication with other leaders of the station is essential to the growth and success of the station.

What are the benefits to you?	What skills will you develop in the role?	Who are we looking for for this role?
<ul style="list-style-type: none"> • Build verbal communication skills • Work as part of a team • An opportunity to work within a dynamic, student-led organisation making a real difference for students at Middlesex University • Be a vital part of the student community by representing your student media • Work in a vibrant, fun and exciting environment • Gain knowledge and experience in a media environment • Enhance technical skills 	<ul style="list-style-type: none"> • Project management skills • Leadership skills • Decision making • Problem solving • Networking • Teamwork • Time management • Organisational skills • Community awareness • Work to deadlines <p>Required Training provided for this role:</p> <p>Media Law training</p> <p>Optional Training for this role:</p> <p>Marketing & social media, Income & advertising,</p>	<p>We are looking for someone with great written and verbal communication skills who is organised and has an eye for detail.</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</p>

	Photography, Photoshop and Web development	Student Communities and Development Team.
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Head of Production:

We are looking for a Head of Production who will work closely with the Head of TV on various events, projects, and productions. You will get to implement fun creative ideas and collaborate with MDX students to create content that is both fun and useful!

You will be responsible for implementing content ideas, shooting events that we or the university may have, and organising and collaborating to deliver finished work. This is an exciting role and provides the opportunity for you to sharpen your production skills, with enough training on hand all we need is your enthusiasm and willingness to work within a team!

The Head of Production will have the full support from the Student Media Coordinator and Head of TV 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 MDXTV committee members. Communication with other leaders of the station is essential to the growth and success of the station.

What are the benefits to you?	What skills will you develop in the role?	Who are we looking for for this role?
<ul style="list-style-type: none"> • Gain first-hand experience in video production • Getting Leadership opportunities • Build verbal communication skills 	<ul style="list-style-type: none"> • Video production and content management • Decision making • Problem solving • Networking • Teamwork • Time management 	<p>We are looking for someone with a passion for TV and video production, great written and verbal communication skills and who love working in a team. It</p>

<ul style="list-style-type: none"> • Work as part of a team • An opportunity to work within a dynamic, student-led organisation making a real difference for students at Middlesex University • Be a vital part of the student community by representing your student media • Work in a vibrant, fun and exciting environment • Gain knowledge and experience in a media environment • Enhance technical skills 	<ul style="list-style-type: none"> • Organisational skills • Community awareness • Work to deadlines <p>Required Training provided for this role:</p> <p>Media Law training, Camera operator training</p> <p>Optional Training for this role:</p> <p>Marketing & social media, Income & advertising, Photography, Photoshop and Web development</p>	<p>would also be beneficial if you have any type of experience with producing video content.</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:

We are looking for a Social Media Manager who will mainly oversee running our social media accounts and promoting events. You will work with a close-knit team to come up with social strategies and reach out to people that we can collaborate with. You will get to implement fun creative ideas and collaborate with MDX students to create content that is both fun and useful!

This is an exciting role and provides the opportunity for you to sharpen your production skills, with enough training on hand all we need is your enthusiasm and willingness to work within a team!

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 MDXTV committee members. Communication with other leaders of the station is essential to the growth and success of the station.

What are the benefits to you?	What skills will you develop in the role?	Who are we looking for for this role?
<ul style="list-style-type: none"> • Build written and verbal communication skills • Work as part of a team • An opportunity to work within a dynamic, student-led organisation making a real difference for students at Middlesex University • Be a vital part of the student community by representing your student media • Work in a vibrant, fun and exciting environment • Gain knowledge and experience in a media environment • Enhance technical skills 	<ul style="list-style-type: none"> • Social media management • Copy writing for social media • Decision making • Problem solving • Networking • Teamwork • Time management • Organisational skills • Community awareness • Work to deadlines <p>Required Training provided for this role:</p> <p>Marketing and social media training, Media Law training</p> <p>Optional Training for this role:</p> <p>Income & advertising, Photography, Photoshop, Video editing and Web development</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>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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