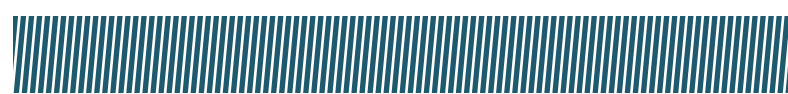


# Subcity Radio team positions 2011/2012

Subcity is run and managed by a squad of unpaid volunteers. In our quest to help our contributors put out brilliant and unique audio there's a wealth of activities which need managed, planned or curated. The core Subcity team is made up of around 20 people and runs the various departments needed to keep the station do more than 'tick over' year to year.

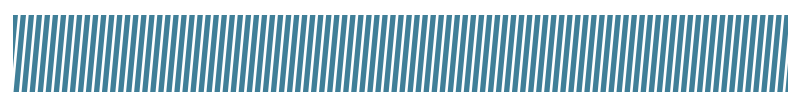
Once a year we open up every position on the team to new applications. Positions require commitment, creativity and pragmatism, but no previous experience is necessary. This document lays out the people we need for the coming year, if you think you're right for one of the positions then there's a link to an application form at the bottom of each job description: Fill it in. Applications close at 5pm Friday 13 May 2011.

## production



**programmes  
team**

2



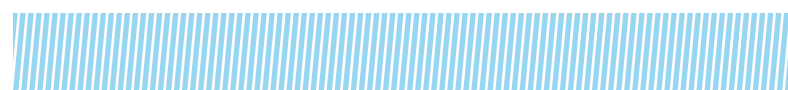
**features  
editors**

3



**current affairs  
editor**

4



**audio imaging**

5

## distribution



**events team**

6



**social media  
officer**

7



**copywriters**

8



**designer**

9



**archivist**

10



**advertising  
sales**

11

## support



**training &  
development**

12



**content  
analyst**

13



**data  
analyst**

14



**webmaster**

15



**it systems  
manager**

16



**technical  
manager**

17




# production \* make radio Programmes Team

**Working with the station's largest contributor base and primary content source, you would be key in shaping the station's sound.**

- Finding interesting and suitable people that could curate shows at the station
- Managing application process for new and returning shows
- Creating a training programme for all presenters
- Coordinating the regular monitoring and review of the station's shows

[view all jobs](#) \* [apply for this job...](#)



**“The overhaul of the previous, weekly show orientated system has had a lot of positive results”**

**Ragnar Rahuoja**  
Programmes Team 10/11



# production \* make radio Features Editors

**Unconstrained by the limits of the conventional episode format, the features editors will be heading up specifically Subcity branded content (site specific recordings, sessions, sound installs...) or helping contributors achieve one-off projects outwith the usual show set-up.**

- Curating unique recording projects
- Accessing unique spaces and artists not just in Glasgow, but anywhere your mushy brain juices can conjure up in fictional lands of the mind
- Helping contributors realise their dreams (really, this shit matters)

[view all jobs](#) \* [apply for this job...](#)



**“I was involved with sorting out the logistics for the Tangles session in Ardentinnny. Recording an artist outside and away from the city was unlike anything the station had done before.”**

**Rachael Smith**  
Live Music Features 10/11



production \* make radio

# Current Affairs Editor

**Curate the station's main current affairs content stream including regular podcasts and reports on campus, local, national and international news, alongside documentary programming.**

- Managing the station's current affairs team and curating the current affairs output
- Directing and maintaining Subcity's current affairs brand identity
- Arranging and curating events, series of interviews and other features based around the station's current affairs output

[view all jobs](#) \* [apply for this job...](#)

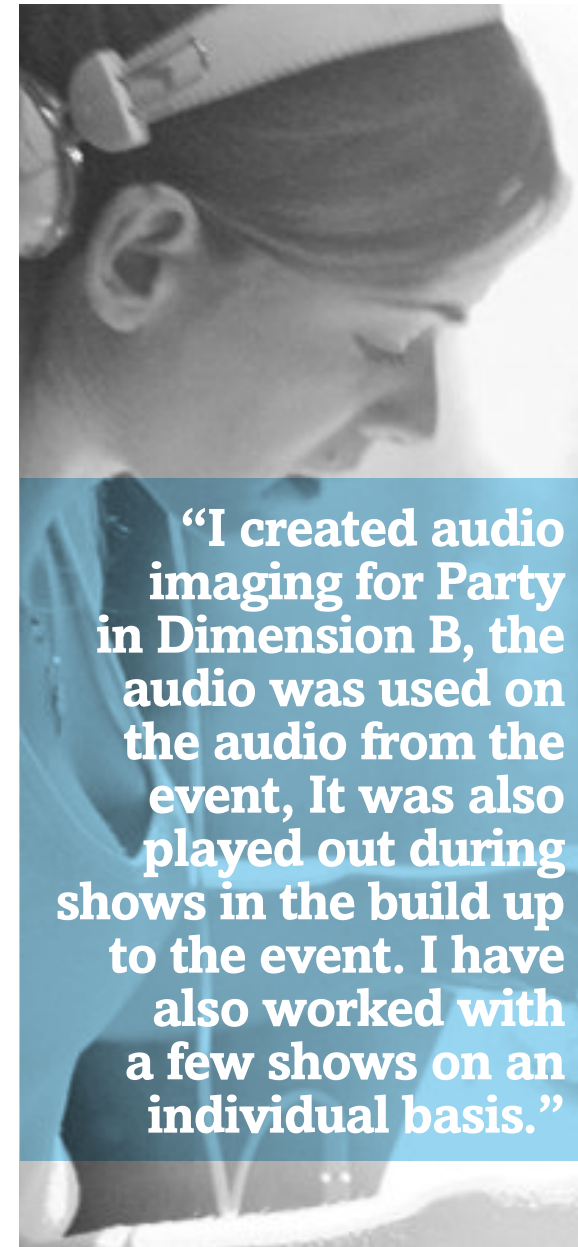


# production\* make radio Audio Imaging

**An opportunity to enhance Subcity's featured content and shows by creating audio idents. A chance to create some original audio and work with contributors on their shows to improve the quality of their output.**

- Collaborating with shows to produce imaging that meets their brief
- Organising vocal recordings and creating short original compositions
- Some audio editing or music production experience required

[view all jobs](#) \* [apply for this job...](#)



**“I created audio imaging for Party in Dimension B, the audio was used on the audio from the event, It was also played out during shows in the build up to the event. I have also worked with a few shows on an individual basis.”**

**Amanda Mitchell**  
Audio Imager 10/11

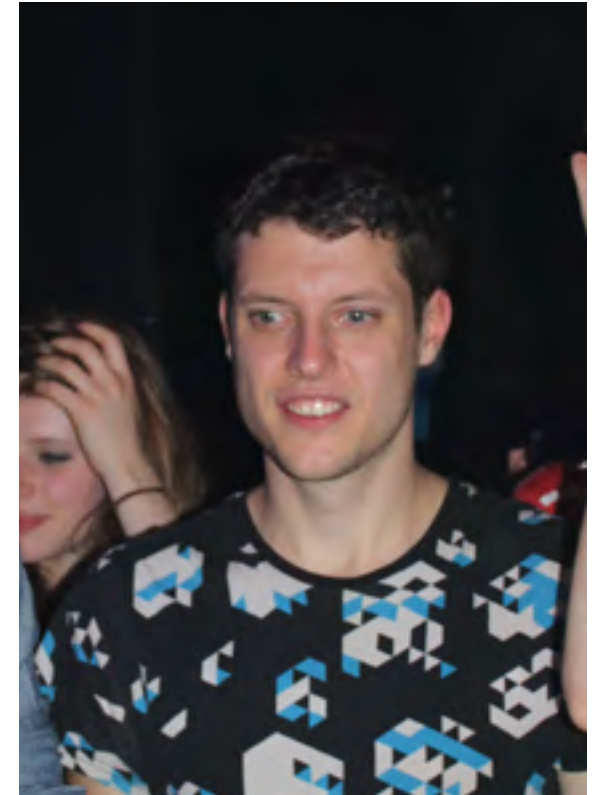


distribution \* promote radio  
**Events Team**

**Our events are one of the primary ways people engage with Subcity, and the money they make allows the station to continue to operate at as high a level as possible. The Events Team get to run the circus.**

- Generating ideas for Subcity events
- Coordinating a line-up, venue, budget, etc. for each event
- Generating a publicity strategy for each event and organising its execution
- Working with Subcity's design and visual team to create a visual aesthetic and identity for each event
- Liaising with Subcity's technical team and external staff (venues, contractorsetc.) to co-ordinate and realise the production of Subcity's events

[view all jobs](#) \* [apply for this job...](#)



**“Subcity events work best when the core audience - its contributors - are considered at all stages...”**

**Matthew Craig**  
Events Team 10/11

Subcity Radio

Write a comment... puppies for a photoshoot on Wednesday. If anyone is already bored of the puppy they got for Christmas then give us a shot at a fluffy darling. Ugly puppies need not apply.

31 January at 22:15 · Like · Comment

👍 Maria U. Rossi, Philippa Murrey, Kirstin A...  
10 others like this.

💬 View all 21 comments

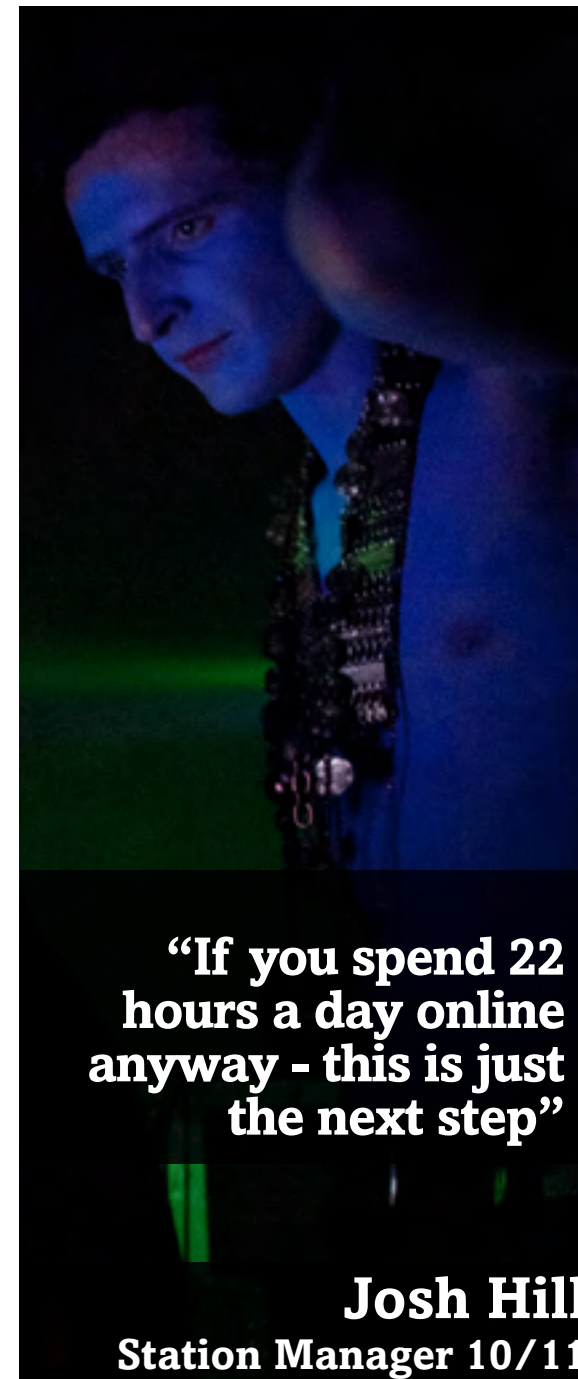
👤 Gareth Roberts laWL. is that all's chiwawa?  
15 February at 15:23 · Like

# distribution \* promote radio Social Media Officer

**Do you have >10 tabs open right now? Are you pissed off by Tumblr's "We may have forgotten to feed the wild Tumbeasts...etc."? Want 3700 idiots to hit up on facebook? Thought so.**

- Filling the Subcity Radio Facebook page with Subcity-centric content and promotional content that corresponds to the events schedule
- Finding Subcity content and non-Subcity content to feature on Twitter and other outlets (e.g. Tumblr)
- Knowledge of the station, its content and an interest in communicating this via the Internet is essential

[view all jobs](#) \* [apply for this job...](#)



**"If you spend 22 hours a day online anyway - this is just the next step"**

**Josh Hill**  
Station Manager 10/11



distribution \* promote radio  
**Copywriters**

**Our copywriters dictate the written voice of the station. When people engage with Subcity through what we've written about our content or our events or whatever else, they're engaging with what our copywriters have produced.**

- Understanding and seeking to expand the current Subcity identity presented through the station's written output
- Writing interesting copy to a deadline and to a variety of briefs centred around the Subcity brand
- Considering various audiences and methods in the delivery of Subcity's written output

[view all jobs](#) \* [apply for this job...](#)



**“Add ‘patronising and pedantic’ to the job description.”**

**Izzy Burton**  
Press Officer 10/11

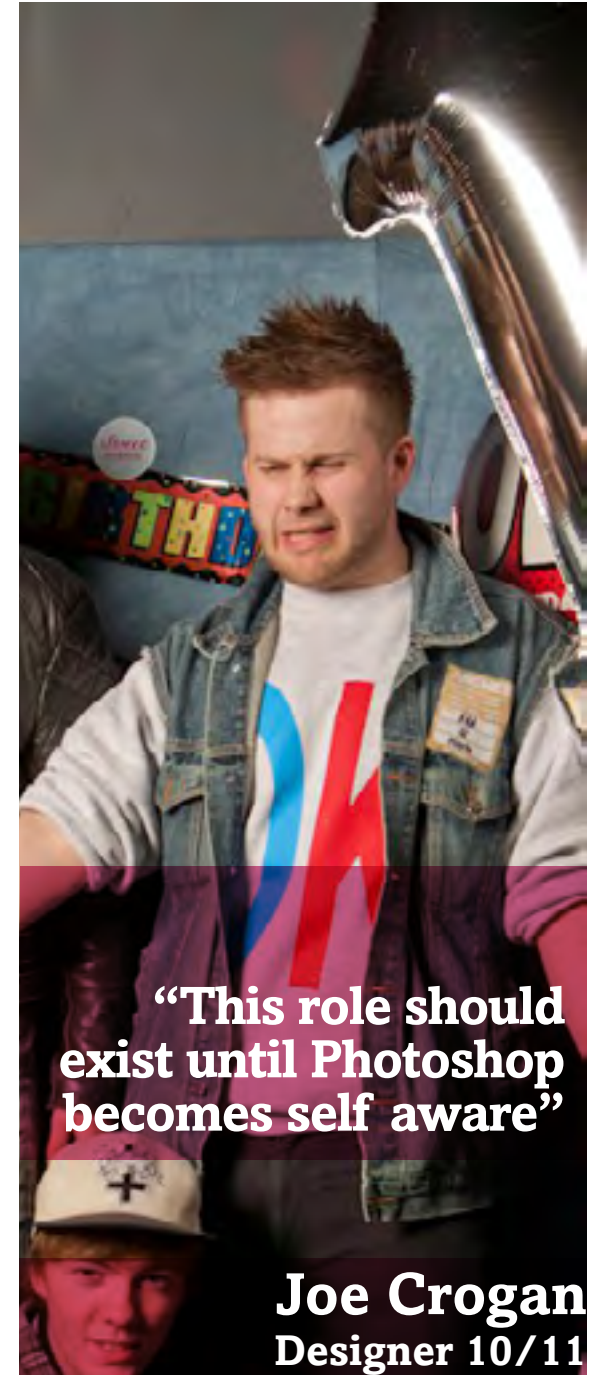


# distribution \* promote radio Designer

The station's visual identity is represented not by posters and flyers alone, Subcity is dedicated to exploring other mediums of design, creating an illustrated guide to the city and a comic has been part of that this year. The designer is the center of coming up with these ideas and making them happen.

- Excellent understanding of the Subcity brand and what design would suit it
- Producing print-ready material to a brief
- You will have a large amount of creative freedom and be expected to produce original material

[view all jobs](#) \* [apply for this job...](#)





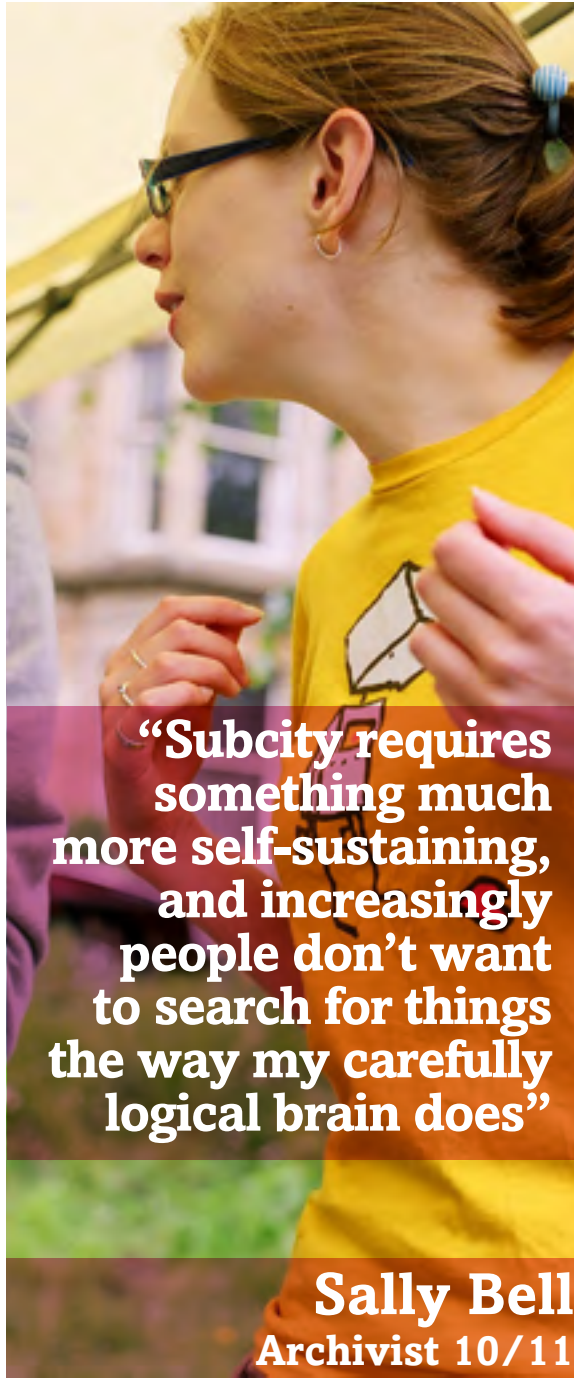
distribution \* promote radio

# Archivist

**Last year we produced over 3000 hours of audio, 500 photos and various posters and flyers. Subcity has been producing content since 1995. That's a lot of content to try and keep and make use of.**

- Ensuring Subcity content is being archived well
- Arranging and producing content which follows up on material uncovered in the archives
- Maintaining an effective system of cataloging archived content
- Establishing a method to effectively distribute, brand and promote archived material

[view all jobs](#) \* [apply for this job...](#)



**“Subcity requires something much more self-sustaining, and increasingly people don't want to search for things the way my carefully logical brain does”**

**Sally Bell**  
Archivist 10/11

distribution \* promote radio

# Advertising Sales

**If you want to create revenue for the station and support all the music geekery that goes on, finding appropriate advertisers to spend money on the station means we can improve our production and facilities.**

- Identifying and contact potential advertising clients for the station
- Creating strategies for advertising that are attractive to our clients
- Maximising income for the station by the effective sale of advertising

[view all jobs](#) \* [apply for this job...](#)



**“Trying to find clients fit with the brand and securing sponsorship can really strengthen the station.”**

**Luke Winter**

Off Air Manager 10/11




# support Training & Development

**Subcity encourages contributors of all levels of experience to get involved where they can. As Head of Training & Development, it would be your role to make sure that contributors were sufficiently skilled and trained to achieve what they want with the station.**

- Coordinating training of all contributors across all departments. This will include the training of: presenters, audio editors, technical team etc
- Conducting training or finding appropriate personnel to give training
- Writing, updating and documenting training material (eg. the Subcity wiki) in conjunction with other team members
- Working with both Analyst positions to monitor contributors and provide training where required

[view all jobs](#) \* [apply for this job...](#)



**“I played a major role in bringing together previous training materials contained in the presenters pack and from other sources in order to create a comprehensive training pack for producers.”**

**Andy Mallon**  
Producers Manager 10/11

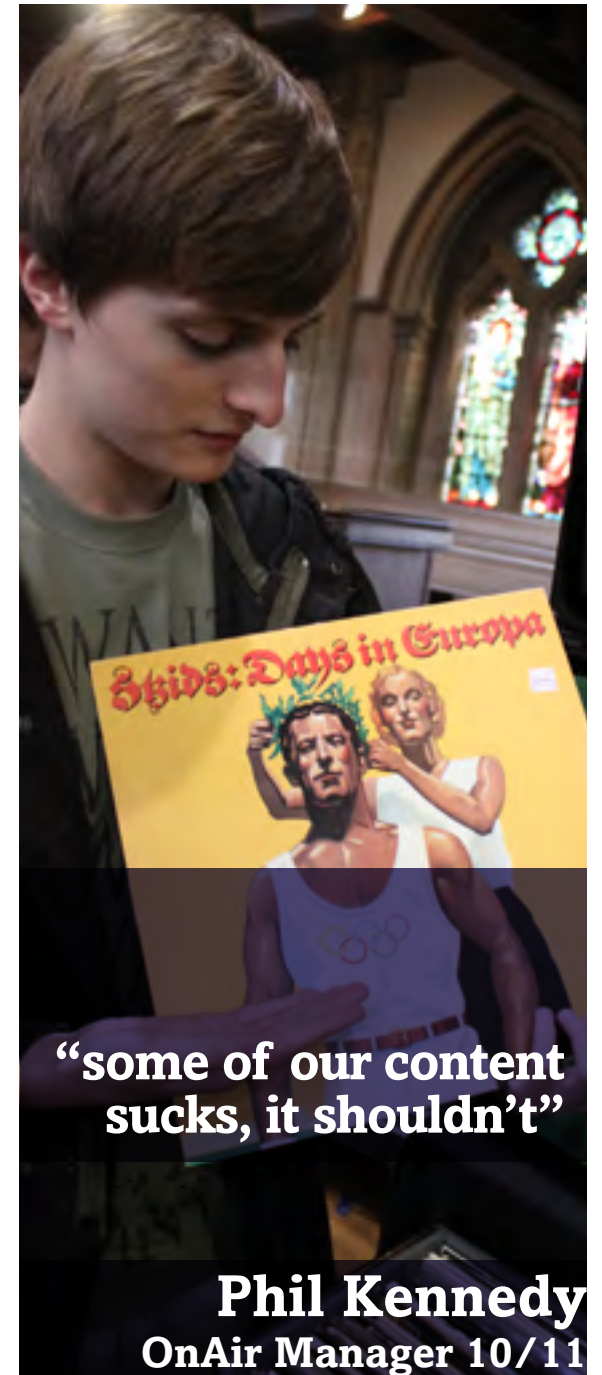


# support Content Analyst

**Subcity prides itself on producing ‘different’ content. Different isn’t necessarily good though. As Content Analyst you’d be responsible for ensuring that our content was ‘different’ and good (like how it is for Freddie Prinze Jr. at the end of She’s All That).**

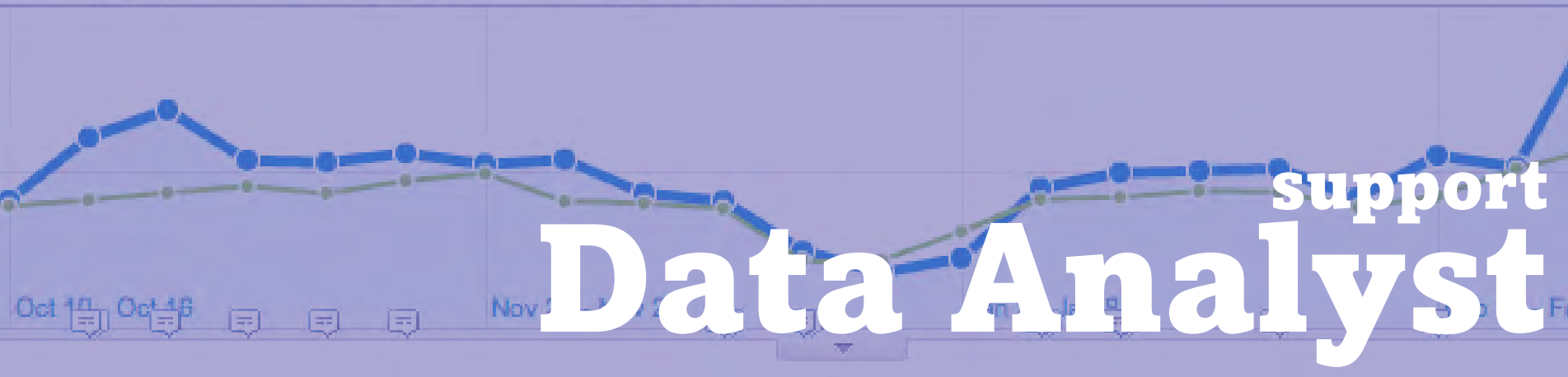
- Organising regular workshops to identify and solve problems
- Working with individual contributors to address problems
- Consuming station content to compile data on issues of quality control

[view all jobs](#) \* [apply for this job...](#)



**“some of our content  
sucks, it shouldn’t”**

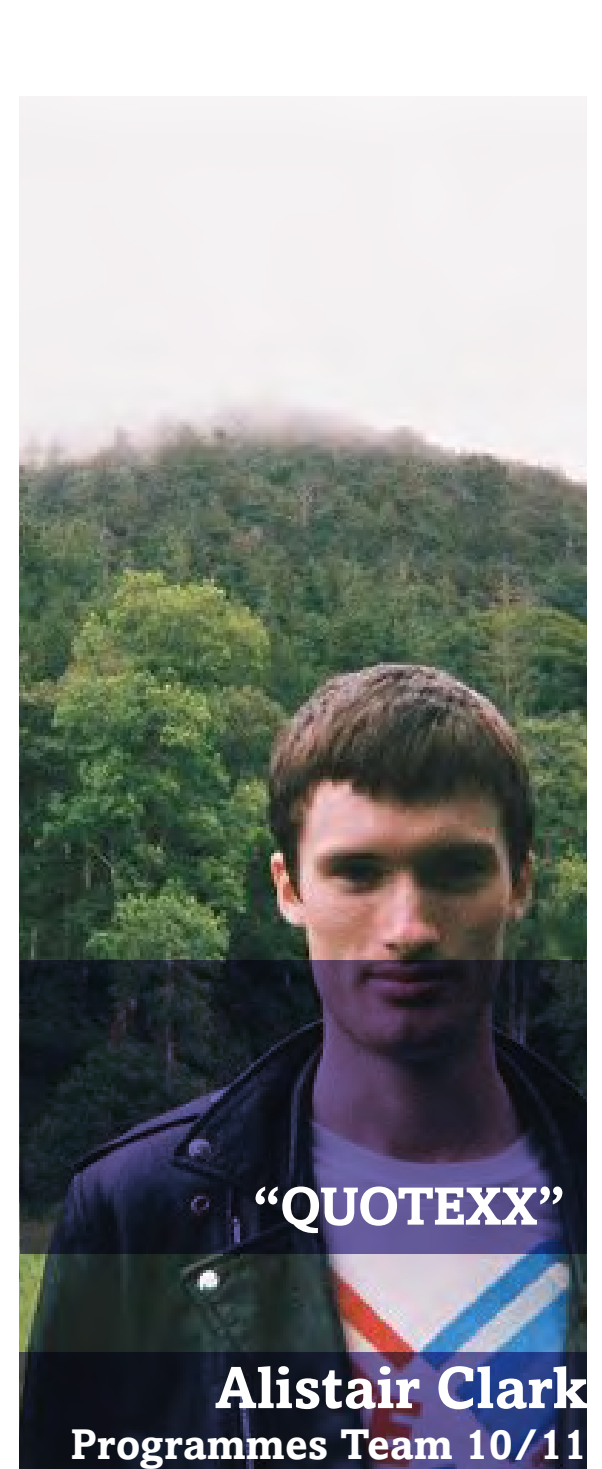
**Phil Kennedy**  
OnAir Manager 10/11



**Producing statistical interpretations of patterns occurring on the website, this information is then used to improve the quality and distribution of Subcity shows.**

- Creating reports that interpret website data when requested by contributors
- Identifying trends and patterns that are relatable to contributors and how they distribute their show
- Providing monthly reports on your analysis to the Subcity team

[view all jobs](#) \* [apply for this job...](#)






# support Webmaster

**Subcity.org receives around 20,000 visits a month, hosts over a terabyte of audio and supports around 200 back-end users. We need people to help develop our website to deliver the station's content to an even bigger audience and to make it easier for currently listeners to find content they'll like.**

- Recruiting and managing a team of web developers
- Developing the Subcity website working with designers and the wider community at the station
- Knowledge of XHTML, PHP (or equivalents) and CSS is essential.
- Knowledge of Linux, Javascript, SVN, MySQL, phpBB... would be an advantage

[view all jobs](#) \* [apply for this job...](#)



**“What we can offer you is the opportunity to gain real world experience both in terms of hard job requirements as well as the intangible requirements like communicating with nontechnical people and working within a team.”**

**Alan MacKenzie**  
Webmaster 10/11

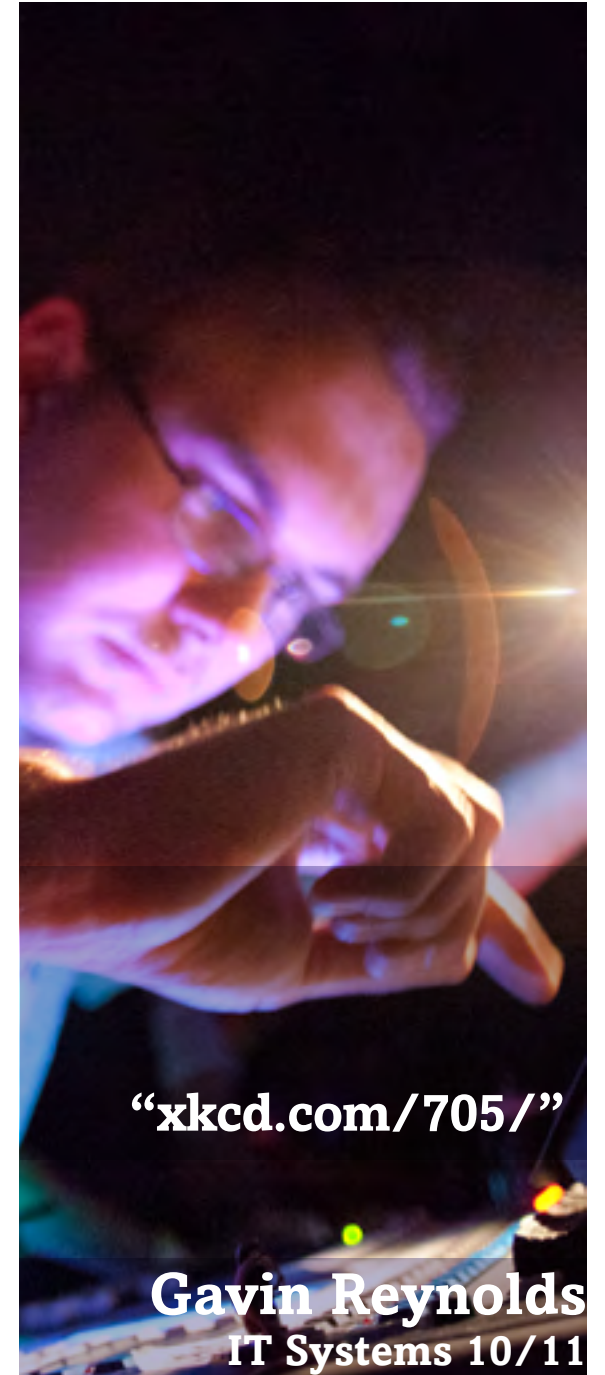


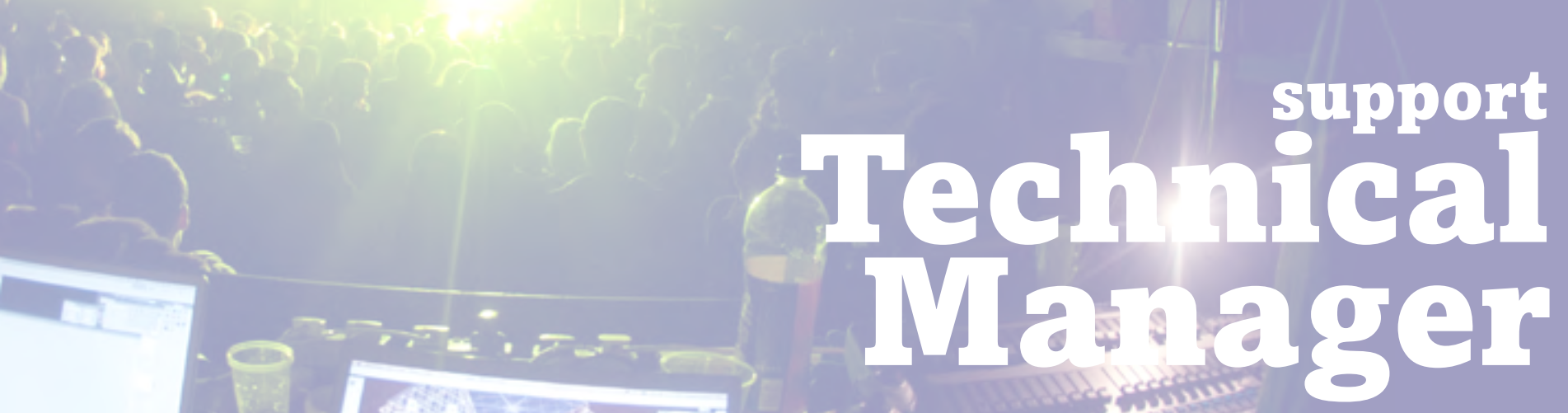
# support IT Systems

**Do your friends phone you and complain that the internet ‘isn’t working’ and other stupid stuff? Wrong. You don’t have any friends because humans are pathetic and one day machines will take over and you already know it. Subcity receives an around 20,000 visits a month, hosts over a terabyte of audio and supports around 200 back-end users.**

- Working with the SRC IT Support team to maintain and administer the station’s computer systems
- Facilitating outside broadcasts and special projects
- Developing and improving current IT systems

[view all jobs](#) \* [apply for this job...](#)





# support Technical Manager

**Manage a team of sound engineers and electronics geeks.**

- Coordinating the activities of the station's technical team
- Facilitating the production of content where required eg mixing live sessions and outside broadcasts
- Liaising with Subcity's events team and external staff (venues, AV contractors, etc.) to coordinate and realise the production of Subcity's events
- Coordinate the provision of technical support to station contributors
- Maintaining, repairing, purchasing and manufacturing equipment that is necessary to the station's operation

[view all jobs](#) \* [apply for this job...](#)

