AUTUMN 2024 TEAM APPLICATION PACK

About

Subcity Radio is an independent, non-profit radio station based in Glasgow, broadcasting to the world all year round. About 20 team members work behind the scenes to make sure the music/party/good time never stops. They support the station's community of over 150 presenters; they organize the great parties that keep the station going; they fix things that break; they design, promote, photograph, film, support, and archive everything that the station does.

The station was founded in 1995 as an alternative to the options on the FM dial in Glasgow, following an American freeform college radio format. The station first went online in 2003, and the last FM broadcast was in 2009. Today the station continues to aim for unique content that is free from commercial restraints. Freeform means that the station subscribes to no centralised programming and has no set playlist; this means presenters have full control over the content they put out on the airwaves, they are editorially independent and responsible for their own promotion and production (i.e. we leave them to it).

So where does the team come in? On-air, the team deals with presenter training and support, filling the role of producer. We also look after programming inquiries, process show applications, and coordinate special features like live sessions, guest DJs, and cross station content. Off-air, we operate as one of Glasgow's most established promoters, running club

nights, day events, screenings and exhibitions at venues including: The Art School, Stereo, Nice N Sleazy, The Alchemy Experiment, SWG3, The Berkeley Suite, and Civic House.

Subcity Radio alumni have included: Hudson Mohawke; Lauren Martin (RBMA, The Guardian); JD Twitch (Optimo(Espacio)); Stuart Murdoch (Belle and Sebastian); Paul Thomson (Franz Ferdinand); Laura Sayers (Producer, BBC Radio 1); Solid Blake (Apeiron Crew); Sophie Reilly (Super Studio, Numbers); Becky Marshall (BBC, Liberation Technologies); Sarra Wild (OH141).

Positions Available

Subcity Radio is run as a team of approximately 20 people, loosely subdivided into different roles to ensure the smooth running of the station's output, which consists of our radio content, website and events. However, these roles are only meant to provide a loose structure, and we encourage team members to participate in various aspects of the station; feel free to apply for as many teams as you wish. Dedication, creativity and interpersonal skills are all essential and a knowledge of the station and our output is recommended. You don't have to be a student to apply. It is expected that team members attend the weekly team meetings and help with running events on the night. We particularly encourage women, LGBT+, POC and unemployed folks to apply.

Applications are open until midnight on Monday the 7th October 2024 (11:59 PM 7/10/24). Good luck!

The following blurbs outline some of the responsibilities and expectations of certain aspects of the station for reference when applying.

Design Team:

Responsible for maintaining the station's visual identity and transforming the team's ideas into slick posters, flyers, and social media posts. Love seeing your work displayed around the city? Want to create eye-catching posters and flex your creative muscles? The design team makes the printable and digital content for the station ranging from posters for events, t-shirts, and zines, to helping shows develop their visual language and comms. Adobe Illustrator and Photoshop skills are beneficial but not essential; you can use any software you like.

Tasks include:
- Making promotional materials for the station for specific events and shows as well as to promote the station in general.
- Figuring out new and creative ways to promote the station and shows.
- Coming up with new ideas for merchandise and other physical media.

Programmes Team:

Responsible for being the interface between station and presenters, the Programmes Team is the first point of contact for our contributors. They deal with scheduling, processing requests, recruitment, and scouting for great talent. Programmes also does Subcity's outreach for guests onto the station, as well as collaborations with external media and events, such as festivals and community gatherings. Without programmers, the station wouldn't be where it is today.

Tasks include:
- Dealing with presenter inquiries and scheduling activities efficiently.
- Keeping your ears to the ground for rising talents
- Taking initiative to approach big names, potential partners, and influential figures for potential collaborations.
- Reaching out to groups / organizations in the Glasgow Community who may appreciate the use of our platform.

- Keeping Team Shows up and running (Soft-Boiled Breakfast show, Subcity Spotlight, Subcity Presents)

Web Team:

As an entirely online radio station, Subcity requires tech savvy people with a penchant for IT and web development to sustain a high quality of output throughout the year. The web team works to develop both the aesthetic and inner workings of the site. We're particularly looking for people with experience in HTML, CSS, Javascript, Python, Django, Wagtail, Icecast, Liquidsoap, and Ubuntu Server.

Tasks include:
- Working and learning semi autonomously - the web team is a bit of a special case due to its higher degree of specialisation. We regrettably have reduced facilities for training
- Developing/maintaining the Subcity website, working with designers and the wider community at the station

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Support Team:

Responsible for supporting presenters in developing quality content. In this role you get the opportunity to meet the contributors of the station, learn how to use the studio and teach others, and offer feedback and support to those just getting started. We need people who are friendly, care about building community and like to bring people together.
Tasks include:
- Listening back to shows and offering advice on ways to improve and strengthen content.
- Learning everything there is to know about the studio and how to use it, then imparting this wisdom to future generations of DJs.
- Answering queries from team members and contributors on the day-to-day and striving to build and nurture the community of Subcity.

Tech Team:

Responsible for breaking and fixing things in a seemingly endless cycle. The Tech Team keeps us alive and broadcasting through the continual upkeep and improvement of our complex broadcast system. The tech team also spearheads the technical production elements of our events. If you're interested in sound and lighting, or in taking broken things apart, finding and fixing the problem, and putting them back together again, this is the job for you.

Tasks include:
- Maintaining equipment that is necessary to the station's operation.
- Providing technical and production assistance at station events and internal shows such as Subcity Sessions.
- Facilitating the production of content where technical expertise is required, e.g. live sessions, outside broadcast

Communications and Media (Comms):

Responsible for managing the station's online presence, liaising with press writing everything that needs written and keeping the Instagram looking fresh. The Comms team are responsible for managing the station's various online profiles, they're quick thinkers with wit and a comprehensive knowledge of the station.

Tasks include:
- Taking days of the week to share the daily schedule and post show content sent through by contributors.
- Promoting events and other activities using relevant press contacts.
- Filtering through and replying to our DMs regularly.
- Copywriting for promotional material
- Contributing to our blog page

Archives & Legal:

Responsible for: living in the past to party in the future. We have a 30 year back-catalogue of radio broadcasting and live events, and the recordings, pictures and posters to prove it.

The archival team is in charge of digging through and organising the archives in order to present the history of the station to our audience. We've got boxes full of old VHS tapes, drawers of posters, and most importantly huge hard drives of sound and visual history. Please let us know if you have experience or familiarity working and researching within digital archives. We're looking to take on people with a keen interest in media, particularly with regards to broadcast and radio. If this is you, or you're even just a history student with a passion for music, we want you!

Tasks include:
- Managing and preserving the history of Subcity Radio, in all forms of media.
- Maintaining our digital archival catalogue so it is well organised and readily accessible.
- Creatively yet informatively presenting this material on the website, and on our 'Subcity Rewind' show.
- Assessing the legal implications/regulatory requirements of any proposed activities at the station

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Photo & Video Team:

Responsible for taking photos that capture the station in all its glory. Photo/Video (along with design and comms) take care of documenting our live events, as well as our activities within the studio. This time round, we are particularly looking for people with video editing experience.

Tasks include:
- Taking and editing photos of our activities as a station.
- Shooting, editing and producing video content.