**Job Title:                    Presenter/Producer**

**Reports to:            Eamonn Doyle**

**Purpose of Job:**

* To produce, broadcast and take editorial responsibility for the content of our daily radio programme on LMFM from 11.15am until 1.00pm.
* To make entertaining and informative radio of appeal to an audience, primarily aged between 35 and 55.
* To communicate with our online audience by posting information and content (written, audio and video) onto our digital and SM platforms.

Your role is to entertain and inform the audience by presenting information or entertainment in an accessible and attractive way. In broadcasting you'll introduce, host a programme, create links between items, introduce and interview guests and interact with the audience. The exact nature of the job will vary daily according to a programme's subject matter. You’ll produce and write articles relating to the content produced for the radio programme and upload same onto our online platforms. You will extensively cross promote your radio programme on our online platforms and vice versa.

**Responsibilities**

As a broadcast presenter, you'll need to:

* Research topics and background information for items to be featured on the programme
* Plan and rehearse shows
* Write and sometimes memorise scripts
* Liaise with other members of the production and technical teams
* Introduce and host programmes
* Interview guests in the studio, by telephone, online or on location (Outside Broadcast/Special Events)
* Play music
* Read short news, traffic, sport or weather reports
* Provide links between programmes
* Read from a script or autocue, or improvise
* 'Drive' the desk and operate some of the technical equipment for recording and playback, using computers to cue up and play music and jingles
* Keep the programme running to schedule, responding positively and quickly to problems or changes and improvise where necessary
* Keep in contact with the Content Controller and other production teams within LMFM
* Meet with the Content Controller to assess or review broadcasts and to plan forthcoming programmes
* Meet our audience strategy requirements

As a producer, you’ll need to:

* Produce and develop topical, informative and human interest content for the radio programme and our online platforms.
* Liaise closely with the LMFM news and non-news departments with regard to daily content.
* Liaise with a broad range of individuals and organisations in the lifestyle, entertainments, community, arts, publishing and music industries.
* Research guests/stories and prepare accurate briefs.
* Take responsibility for guests and contributors before, during and after transmission.
* Content is to reflect the Wireless strategy to grow audience.
* Produce and attend external broadcasts as required.
* Liaise with the LMFM Website Developer and SM manager to ensure that the LMFM website and SM platforms incorporate your content and promote your show.
* Work effectively in supporting other team members and liaise with other LMFM and Wireless Group departments to ensure the efficient use of editorial and broadcast resources.
* Ensure all output adheres to legal and CNaM Programme Code compliance matters.
* Attend and contribute to planning and review meetings.
* Work effectively in support of other team members.
* Be aware of, and operate in accordance with Health and Safety, Equal Opportunities and other Group Policies.
* Represent LMFM at appropriate functions, as required.

**Essential**

**You must have confidence, charisma and a good speaking voice**

**3+ years’ experience on producing a show with a track record of increasing audience.**