**Radio Broadcast Assistant: Kiss FM**

A fantastic opportunity has arisen for a graduate or entry level Assistant to join a creative and busy team at our Head Office in London. You will provide vital support in the development and day-to-day production of local and national radio. In this role, you'll give practical assistance to programme producers and presenters to ensure that shows run as smoothly as possible.

You'll undertake key administrative activities as well as assisting in planning, researching and producing live and pre-recorded radio programmes. Assistants often have creative input on the development of new shows or features. The broad scope of the role, encompassing production and technical skills, means that it is a common starting point for a career in radio.

This is a great first opportunity for someone looking to grow and be a part of our global brand. Generally tasks can include:

* undertaking general research for programmes
* administrative duties
* producing transcripts, programme logs and running orders
* recording programme costs
* preparing contracts and payments for guests and contributors
* answering and archiving details of calls for phone-ins and competitions
* booking resources, facilities, studio time and equipment
* securing clearances and licences as necessary
* editing audio packages with digital editing software
* assisting with time-keeping and the recording of transmissions
* supporting the production team
* 'driving the desk' for some pre-recorded or live programmes
* contributing to the creative input of a show, for example writing cues and updating scripts
* liaising with publicity departments about programme trailers and competition prizes
* updating the programme or station website and ensuring that the on-air and online content are the same
* researching news stories, pitching new ideas and interviewing guests
* choosing music

Part of the role involves interacting and maintaining good working relationships with other members of the team. You must be adaptable to change as no day will be the same. Desirable skills and qualities:

1. Leadership/management skills — the ability to take charge and manage your co-workers, if required, is a welcome trait.
2. Analytical and problem-solving skills —use creativity, reasoning and past experiences to identify and solve problems effectively.
3. Radio portfolio to showcase practical skillset

**The deadline for this application is: 17th October 4pm.** To apply for this position you must include a cover letter and CV.