



भारतीय जन संचार संस्थान Indian Institute of Mass Communication

(An Autonomous Institution of the Ministry of I&B, Govt. of India)

Filling up of the position of Head of Programme, Apna Radio 96.9 FM in IIMC New Delhi on Contract Basis

IIMC has a Community Radio Station – Apna Radio 96.9 FM – and a dedicated 'Community Radio Empowerment & Resource Centre' set up with the objective of imparting training in content, technology and resource generation to working and aspiring community radio professionals. The in-campus community radio station called 'Apna Radio 96.9 FM' was established in 2005 to proliferate and promote the growth of this highly effective medium of communication by providing practical exposure to the student community as also to the local population. Programmes of academic and local interest are also broadcast on 'Apna Radio 96.9 FM'. For IIMC's 'Apna Radio 96.9 FM', it is proposed to engage a candidate having the following qualification, etc.

Name of the Position: **Head of Programme (HoP), Apna Radio 96.9 FM (on Contract Basis)**

Essential Qualification: Graduate in any discipline. Experience of working for a minimum of 10 years in senior position in programming section of any radio station and/or TV Channel.

Desirable: Experience in working with any Community Radio Station in administrative and programming capacity. Good knowledge of shooting on digital format and uploading audio and video programmes on SM platforms. Understanding of creating programmes for varied broadcast formats. Proven record of creative excellence in audio and / or video communication sector. Have experience of interacting and working with people from various sections of society.

Duties and Responsibilities: The selected candidate will take care of the creative, technical & administrative aspects of IIMC's radio station. As the HoP, the primary responsibility of the selected candidate will be to supervise and coordinate the schedules, workflow, as well as hiring, training and evaluating employees of the radio station. He/she must have enough technical knowledge to understand the operation of all station equipment. He/she should also have adequate knowledge of facilities, management and must take decision regarding the purchase of new equipment that may follow industry trends. He/she will ensure that the programme and also technical employees comply with broadcasting regulations and other laws which

govern Community Radio Station. He/ she should be able to shoot / organize video shoots for the special programmes in single and multi-cam setups. He/ she should be able to manage / supervise recordings /live shoots with large number of people. Have good knowledge of using various SM Platforms for programme reach amplification.

Duration of Engagement : Initially up to 30th July, 2022 which could be extended if his/her services are found to be satisfactory and there is continued requirement of the position in the IIMC.

Age : 50 years (as on the last date of receipt of application)

Remuneration : Rs. 58,000/- per month. (Consolidated)

Interested and eligible candidates are requested to send their CV in the enclosed proforma on email id iimcrecruitmentcell@gmail.com by 5:00 pm of 07th March, 2022. Interview is proposed to be held through Video Conferencing mode. Firm date and other details like Date of interview and other details like time, link, etc. for the interview will be shared with the candidates in due course.