

MEMBERSHIP RECRUITMENT INFORMATION

Thank you for your interest in becoming a member of The Tayside Hospital Broadcasting Group, broadcasting as BRIDGEfm.

Here is some information you may find helpful in deciding what role in our organisation you are most suited to and allow you to get the most from of your membership.

Request Collector Position Profile

The role of the Request Collector is essential to the effective running of BRIDGEfm. The Request Collectors are effectively the “front line” of the service and are responsible for ensuring the correct portrayal of the station image amongst our listeners and helping to promote the station to both staff and patients. They will also ensure that the patients get the best possible service from BRIDGEfm.

The main responsibilities of the role are as follows:

- To be an active member of a dedicated team of collectors empowered with the task of making sure that every patient in hospital is given the opportunity of have a request played on BRIDGEfm during any part of our programming schedule.
- The collector must be able to approach all patients who will have varying degrees of illness/disability and conduct themselves in a professional manor to accomplish the aims of BRIDGEfm.
- The collector must be able to offer the patient a request and have a degree of general music knowledge and a working knowledge of BRIDGEfm and how it operates to give as much assistance as possible to ensure customer satisfaction.
- A high level of interpersonal skills is required to be able to communicate and relate to a widespread cross-section of ages and cultures.
- The Request Collector should be aware of the quality of the radio equipment in each ward and the strength of signal being received and report any faults to the nursing staff and the BRIDGEfm committee.

Additional Information

The Request Collector should consider themselves to be a visitor to each patient and, in some instances, the patient’s only visitor. They should therefore be able and willing to spend time with each patient to help their time in hospital pass as easily and pleasantly as possible, in line with the overall aims of the station

Production Assistant Position Profile

The Production Assistant (PA) is responsible for assisting the work of a programme presenter and the overall smooth running of the station. Time spent as a PA can be an excellent grounding, giving skills and experience which can be essential in other roles within the organisation.

The main responsibilities of the role are as follows:

- The PA is responsible for looking out the music requested by the patients or selecting a suitable alternative. If required the PA may also select additional music which will fit in with the styles of music and programme the patient expects to hear. Some PA’s may be assigned to non-request programmes.
- The PA is responsible for answering the telephone and ensuring they maintain the station’s high standards when speaking to patients or other members of the public.
- The cleaning of the studio complex is operated on a rota system between the Production Assistants from each evening, and each PA is expected to do their share of the work.
- The order of the music within the library and its care and upkeep are the responsibility of each Production Assistant and they are expected to take the utmost care with them and perform any repairs as required.
- A high level of interpersonal skills is required to ensure the continued effective teamworking of the each request programme team and the station as a whole.

Additional Information

The role of the Production Assistant is very closely related with that of the Presenter and the working relationship is therefore also very close. The atmosphere and mood within the team is always very much fun-oriented and adds to the effectiveness of the overall programme output and it’s ability to achieve it’s goals.

Football/Sports Commentator Position Profile

Working as part of a small dedicated team, the role of the Football/Sports Commentator is to provide coverage to the highest standard of local football matches and other sporting events for our listeners.

The main responsibilities of the role are as follows:

- Commentators should have an active interest and good knowledge of football and sport in general.
- To be available to attend football matches (mainly Dundee or Dundee United) or other events regularly regardless of personal preferences and loyalties.
- To be available to take part in a pre-match preview programme and/or a post-match review programme. You may also be asked to help present the programme that will feature match commentary.
- To be prepared to attend matches all year round in sometimes inhospitable conditions.

Additional Information

As well as standard commentary, commentators are expected to undergo full studio training to allow them to present associated programmes on a rota basis when they are not actually commentating.

Presenter Position Profile

The role of the Presenter within BRIDGEfm is to ensure the station's output is of the highest possible quality to bring the utmost satisfaction and enjoyment to the patients within our receiving hospitals. The Presenter is responsible for ensuring that the output of the station accurately reflects the tastes, choice and needs of the listeners and allow BRIDGEfm to achieve its overall goals and help to improve each patient's stay in hospital.

The main responsibilities of the role are as follows:

- The presenter must be a full member of BRIDGEfm, having successfully completed a probationary period of at least three months.
- The presenter must be, in the eyes of the committee, fully trained and competent in the use of the station's extensive equipment.
- A good general knowledge of music is important to ensure that the presenter can accurately choose their music in line with the requirements of the patients.
- The presenter must, at all times, conduct themselves in a professional manner and respect the equipment and environment they are operating in.
- A working knowledge of the station, its policies and procedures is essential to allow for accurate programming, targeting the group of listeners we broadcast to.
- A high level of interpersonal skills is required to ensure the continued effective teamworking with the organisation.

Additional Information

Hospital broadcasting is very different from any other kind of broadcasting due to our specific audience and our unique "personal" relationship with each patient within the city's hospitals. While experience and skills gained in other types of broadcasting e.g. other radio stations, discos etc. will be of some help you will have to readily adapt to the hospital broadcasting environment.



For more information, please contact

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BRIDGEfm MEMBERSHIP RECRUITMENT INFORMATION

*Broadcasting to Ashludie Hospital,
Carseview Centre, Macmillan
Day-Care Centre, Maggie's Centre,
Ninewells Hospital, Roxburghe House
and Royal Victoria Hospital.*

*Broadcasting on DAB Digital Radio, 87.7fm
and the Ninewells bedside radio network.*

*Scottish charity number SC032874,
Inland Revenue reference CR52129.*



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