

Phantom Media Committee Roles

Radio Committee Role Descriptions

Role: Head of Radio	Department: Union of Students
Duties & Responsibilities: <ul style="list-style-type: none"> To be the official representative of Phantom Radio Manage the workload of the Phantom Radio Committee To recruit and interview the rest of the Radio Committee with the VP (Activities), if the roles are not filled in the first block of interviews Sit on the Executive Committee of Phantom Media to represent Phantom Radio members, and chair the meeting when required Liaise with the Head of Marketing to organise paid advertising to be broadcasted Ensure that Phantom Radio upholds an excellent reputation and that members conduct themselves in a professional manner on air Chair regular meetings with the Phantom radio Committee Encourage the wider student body to get involved with Phantom Radio Ensure the radio station is independent and all broadcasts are well balanced without bias Attend all required training sessions, US meetings, Phantom Exec and E/AGMs To liaise with Union of Students Activities Co-ordinator (Student-Led Services) in regards to finance, guest speakers, and technical needs of the radio station To work with the Students' Union to promote their Elections via the Radio Station Ensure the Studio is kept tidy by all who use it 	Time Commitment: Varying throughout the year with an average of 5-10 hours a week <hr/> Responsible to: VP (Activities) and Phantom Radio members. <hr/> Ideal personal Qualities: <ul style="list-style-type: none"> Great organisational skills Driven and motivated Good communication skills Able to balance multiple projects at once Radio production skills Able to work well leading a team
Opportunity: <ul style="list-style-type: none"> A unique opportunity to lead the team that produces Phantom Radio Gain skills in producing radio content Oversee all student radio output via Phantom Media 	Benefits: <ul style="list-style-type: none"> Gain a wide range of practical skills that will make you more employable Practical experience of being part of a team and report writing

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- Gain knowledge in editing and producing material for radio
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

- Beneficial Previous Experience:**
- Experience in radio production
 - Experience in leading a team

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:		Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication		* Teamwork	
* Verbal Communication		* Time Management	
* Delegation		Financial Management	
* Decision Making		* I.T.	
* People Management		* Organisation / Planning	
Negotiation		Marketing	

Role: Assistant Manager

Department: Union of Students

- Duties & Responsibilities:**
- Work extensively with the Head of Radio to ensure that the Radio Station has the best reputation and runs in a professional manner
 - To minute all meetings with the Radio Station committee and distribute these as necessary
 - To be up to date with the stations rules, procedures and licensing knowledge and relate these to members where necessary
 - To maintain the contact details of all producers and presenters
 - To work with all committee members to keep up to date on their progress
 - To deputise for the Head of Radio in their absence
 - Attend all training, zone meetings, and E/AGMs
 - Ensure the Studio is kept tidy for everyone
 - To manage the Phantom Radio Mixcloud page
 - To ensure that all podcasts and interviews are uploaded onto the Phantom Media website

Time Commitment:
Varying throughout the year with an average of 5-10 a week

Responsible to:
VP (Activities), Head of Radio and Phantom Radio members.

- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Radio production skills
 - Able to work well as part of a team

- Opportunity:**
- A unique opportunity to help lead the team that produces Phantom Radio
 - Gain skills in producing radio content

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team and report writing
 - Gain knowledge in editing and producing material for radio
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience in radio production
 - Experience of working in a team
 - Organisation skills

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

- * **Written Communication**
- * **Verbal Communication**
- Delegation**
- Decision Making**

- * **Teamwork**
- * **Time Management**
- Financial Management**
- * **I.T.**

*	People Management
	Negotiation

*	Organisation / Planning
	Marketing

Role: Technical Manager

Department: Union of Students

- Duties & Responsibilities:**
- Ensure that all equipment is working appropriately and is set up in the studio and for external broadcasts
 - Ensure that any faults are relayed back to the Head of Radio and Union of Students Activities Co-ordinator (Student-Led Services)
 - Monitor the Phantom Media website for usage & content related to the radios output and relay this information at committee meetings
 - To work with the Music Manager to record live band sessions
 - To aid the US in training radio show hosts to edit their own shows to create podcasts
 - Work with the Head of Radio to ensure that the Radio Station has the best reputation and runs in a professional manner
 - Attend all training, US meetings, and E/AGMs
 - Ensure the Studio is kept tidy for everyone

- Time Commitment:**
Varying throughout the year with an average of 5-10 hours a week
- Responsible to:**
VP (Activities), Head of Radio, and Phantom Radio members.
- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Passionate about news
 - Able to work well as part of a team

- Opportunity:**
- A unique opportunity to deliver the tech support needed for Phantom Radio
 - Gain skills in tech support for radio

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience in radio technology
 - Experience of working in a team
 - Organisation skills

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:		Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication		* Teamwork	
* Verbal Communication		* Time Management	
* Delegation		Financial Management	
* Decision Making		* I.T.	
* People Management		* Organisation / Planning	
Negotiation		Marketing	

Role: Assistant Technical Manager

Department: Union of Students

Duties & Responsibilities:

- Assist the Technical Manager to ensure that all equipment is working appropriately and is set up in the studio and for external broadcasts
- Make sure that any faults are forwarded to the technical manager to be relayed back to the Head of Radio and Union of Students Activities Co-ordinator (Student-Led Services)
- Help the Technical Manager with the monitoring of the Phantom Media website for usage & content related to the radios output
- To work alongside Technical Manager or as required with the Music Manager to record live band sessions
- To assist the Technical manager and US in training radio show hosts to edit their own shows to create podcasts
- Work with the Technical Manager and Head of Radio to ensure that the Radio Station has the best reputation and runs in a professional manner
- Attend all training as required for the job role, being able to perform the job of Technical Manager if or when required
- Attend all training, US meetings, and E/AGMs
- Ensure the Studio is kept tidy for everyone

Time Commitment:

Varying throughout the year with an average of 5-10 hours a week

Responsible to:

VP (Activities), Head of Radio, and Phantom Radio members.

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Passionate about news
- Able to work well as part of a team

Opportunity:

- A unique opportunity to deliver the tech support needed for Phantom Radio
- Gain skills in tech support for radio

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience in radio technology
- Experience of working in a team
- Organisation skills

Training and Support:

- You will have access to a wide range of training by Union of Students including training conference and multiple skills based workshops

Skills Gained:		Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication		* Teamwork	
* Verbal Communication		* Time Management	
* Delegation		Financial Management	
* Decision Making		* I.T.	
* People Management		* Organisation / Planning	
Negotiation		Marketing	

Role: Music Manager

Department: Union of Students

- Duties & Responsibilities:**
- To ensure that all music on the system is radio-friendly and appropriate
 - To create template playlists for radio hosts to pick music from i.e. A list, B list, and Local list
 - To ensure that the playlists are regularly updated with new music
 - To source local and student music
 - Ensure that music is rotated on the playlists once a week
 - To update the play-out system with the top 10 songs each week
 - To keep a record of all music on the system in excel (or similar) for licensing purposes
 - Work with the station manager to ensure that the Radio Station has the best reputation and runs in a professional manner
 - Attend all training, US meetings, and E/AGMs
 - Ensure the Studio is kept tidy for everyone

- Time Commitment:**
Varying throughout the year with an average of 5 hours a week
- Responsible to:**
VP (Activities), and Head of Radio.
- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Passionate about music
 - Able to work well as part of a team

- Opportunity:**
- A unique opportunity to manage the music for Phantom Radio
 - Gain skills in music management for radio

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Passion for music
 - Experience of working in a team
 - Organisation skills

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:		Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication		* Teamwork	
* Verbal Communication		* Time Management	
* Delegation		* Financial Management	
* Decision Making		* I.T.	
* People Management		* Organisation / Planning	
* Negotiation		Marketing	

Role: Program Manager

Department: Union of Students

Duties & Responsibilities:

- Ensure that all Programmes are suitable to be aired and run in a professional and mature manner
- Responsible for timetabling and scheduling of radio shows
- Responsible for ensuring that all on air time is covered and that there is no dead-air during broadcasting hours
- Ensure that presenters are contacted if their show is cancelled
- Help recruit students to be in the Programming team and then manage and delegate work to them
- Ensure that all DJ's are well trained and that shows and on-air actions abide by the rules & regulations of the radio station
- Suspends, and/or discharges DJ's, as appropriate and in consultation with Head of Radio and the Vice President (Activities)
- Arranges and chairs all meetings with show hosts
- Work with Head of Radio to discuss any format changes or restructuring of present format
- Work with the Head of Radio to ensure that the Radio Station has the best reputation and runs in a professional manner
- Attend all training, US meetings, and E/AGMs
- Ensure the Studio is kept tidy for everyone

Time Commitment:
Varying throughout the year with an average of 5 hours a week

Responsible to:
VP (Activities) and Head of Radio.

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Able to work well as part of a team

Opportunity:

- A unique opportunity to set the program of Phantom Radio
- Gain skills in radio programming

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience in radio production
- Experience of working in a team
- Organisation skills

Training and Support:

- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:		Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
*	Written Communication	*	Teamwork
*	Verbal Communication	*	Time Management
*	Delegation		Financial Management
*	Decision Making	*	I.T.
*	People Management	*	Organisation / Planning
*	Negotiation		Marketing

Role: Events Manager

Department: Union of Students

- Duties & Responsibilities:**
- Be fully up to date with Students' Union events and affiliated student nights
 - Source events relevant to the radio and be responsible for securing interviews with artists whenever possible
 - Help recruit students to be in the Events team and then manage and delegate work to them
 - Liaise with the Social Media Assistant and Head of Marketing to keep them informed of the station's upcoming events and promotions
 - Work with the events team to coordinate any events put on by the radio station including Freshers' Fair and external broadcasts
 - Work with the Head of Radio to ensure that the Radio Station has the best reputation and runs in a professional manner
 - Attend all training, US meetings, and E/AGMs
 - Ensure the Studio is kept tidy for everyone

Time Commitment:
Varying throughout the year with an average of 5 a week

Responsible to:
VP (Activities) and Head of Radio.

- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Event management skills
 - Able to work well as part of a team

- Opportunity:**
- A unique opportunity to put on events for Phantom Radio
 - Gain skills in events management for radio

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team and report writing
 - Gain experience in events management
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience in events management
 - Experience of working in a team
 - Organisation skills

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

- * **Written Communication**
- * **Verbal Communication**
- * **Delegation**
- * **Decision Making**

- * **Teamwork**
- * **Time Management**
- * **Financial Management**
- * **I.T.**

*	People Management
*	Negotiation

*	Organisation / Planning
	Marketing

Newspaper Committee Role Description

Role: Head of Newspaper

Department: Union of Students

Duties & Responsibilities:

- To be the official representative of The Phantom
- Manage the workload of the sub-editors
- To recruit and interview the rest of the Editorial Committee with the VP (Activities), if the roles are not filled in the first block of interviews
- Sit on the Executive Committee of Phantom Media to represent The Phantom members, and chair the meeting when required
- Liaise with the Head of Marketing to organise paid advertising to be printed in The Phantom
- Ensure articles are high quality and relevant to the readership
- Encourage the wider student body to write for, and read The Phantom
- Ensure the publication is independent and all articles are well balanced without bias
- To coordinate the distribution of The Phantom with the Phantom Media Executive Committee and VP (Activities)
- To provide headlines and information for each issue sticking to deadlines set
- Attend all required training sessions, US meetings, Phantom Exec and E/AGMs
- Ensure the Editorial Suite is kept tidy by all who use it
- To liaise with Union of Students Activities Co-ordinator (Student-Led Services) in regards to finance, guest speakers, and technical needs of the newspaper
- To work with the Union of Students to promote their Elections via The Phantom

Time Commitment:
Varying throughout the year with an average of 5-10 hours an issue (six issues a year)

Responsible to:
VP (Activities) and The Phantom members.

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Editorial skills

Opportunity:

- A unique opportunity to lead the team that produces The Phantom.
- Gain skills in writing and editing print
- Oversee all printed student media via Phantom Media

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in editing and producing material for print
- Relevant training/on-going personal development

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- Networking with other journalists
- Qualify towards the Futures Award
- Gain experience in community work

- Beneficial Previous Experience:**
- Experience in writing
 - Experience in editing
 - Experience in leading team

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:		Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication		* Teamwork	
* Verbal Communication		* Time Management	
* Delegation		Financial Management	
* Decision Making		* I.T.	
* People Management		* Organisation / Planning	
Negotiation		Marketing	

The Phantom Committee Role Descriptions

Role: Deputy Editor

Department: Union of Students

Duties & Responsibilities:

- Deputise for the Head of Newspaper in their absence
- To assist the Head of Newspaper in representing The Phantom at events and fairs
- To assist the Head of Newspaper in liaising with external parties
- To recruit and interview the rest of the Editorial Committee with the VP (Activities) and Activities Coordinator (Student-Led Services), if the roles are not filled in the first block of interviews and the Head of Newspaper is unavailable
- Organise and suggest Editorial Committee meetings and minute them
- Disseminate information discussed at Editorial Committee meetings to members of The Phantom
- Support the Editorial Committee in editing articles for the online magazine and the blog
- Encourage the wider student body to write for, and read, The Phantom
- To aid with marketing The Phantom blog and online magazine
- To suggest topics and provide material for articles for the blog and online magazine
- To suggest themes for each online magazine issue
- To suggest deadlines for submissions for and release of each online issue
- Attend all required training sessions, US meetings, committee meetings and E/AGMs
- To liaise with Activities Co-ordinator (Student-Led Services) with regards to finance and technical needs of the newspaper
- To work with the Union of Students to promote their Elections via The Phantom

Time Commitment:

Varying throughout the year. Ideally submitting a blog article monthly and two articles to the monthly online magazine (depending on number of submissions). Editing at least one blog article a week (depending on submissions) and at least one magazine article a month.

Responsible to:

VP (Activities), Activities Coordinator (Student-Led Services), Head of Newspaper and The Phantom members.

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Editorial skills
- Written skills

Opportunity:

- A unique opportunity to take on a leadership role on the team that produces The Phantom.
- Gain skills in writing and editing online publications

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in writing, editing and producing material for online publication
- Relevant training/on-going personal development
- Networking with other journalists
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience of writing
- Experience in editing
- Experience in leading team

Training and Support:

- You will have access to a wide range of training by US including training conference and multiple skills based workshops

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked *)

* Written Communication	* Teamwork
* Verbal Communication	* Time Management
* Delegation	Financial Management
* Decision Making	* I.T.
* People Management	* Organisation / Planning
Negotiation	Marketing

Role: News Editor

Department: Union of Students

Duties & Responsibilities:

- Edit all articles with News based content for the blog and online magazine by the deadlines set
- To write News-based articles for the online magazine and the blog
- Encourage students/members of The Phantom to write News based content
- Help recruit students to be in The Phantom team and then manage and delegate work to them and suggest relevant, News-related topics for articles
- To stay up-to-date on News-based developments inside and outside of the University and communicate relevant developments to student contributors
- Ensure articles are high quality, up to date, factually correct and relevant to the readership
- Ensure the publication is independent and all articles are well balanced without bias
- Encourage students to write for and read The Phantom
- To contribute to the marketing of The Phantom online magazine and the blog
- To contribute to Editorial Committee decisions regarding deadlines, themes for the online magazine and topics for commissions
- Attend all training, US meetings, The Phantom Meetings and E/AGMs

Time Commitment:
 Varying throughout the year. Ideally submitting at least one article to the blog a month. Editing at least one article a week for the blog. Submitting at least one article for the online magazine (monthly) and editing at least one article for the online magazine. (All depending on number of submissions).

Responsible to:
 VP (Activities), Head of Newspaper and student contributors.

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Editorial skills
- Written skills

Opportunity:

- A unique opportunity to be part of the team that produces The Phantom.
- Gain skills in writing and editing print
- Oversee all student media relating to News through The Phantom

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in writing, editing and producing material for online publication
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience of writing
- Experience in editing
- Experience in recruiting volunteers

Training and Support:

- You will have access to a wide range of training by UDSU including training conference and multiple skills-based workshops

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked *)

* Written Communication	* Teamwork
* Verbal Communication	* Time Management
* Delegation	Financial Management
Decision Making	* I.T.
* People Management	* Organisation / Planning
Negotiation	Marketing

Role: Humanities Editor

Department: Union of Students

Duties & Responsibilities:

- Edit all articles with Humanities based content for the blog and online magazine by the deadlines set
- Help recruit students to be in The Phantom team and then manage and delegate work to them and suggest relevant, Humanities-related topics for articles
- To write Humanities-based articles for the online magazine and the blog
- Encourage students/members of The Phantom to write Humanities based content
- Ensure articles are high quality, up to date, factually correct and relevant to the readership
- To stay up-to-date on Humanities-based development in and outside of the University and communicate developments to student contributors
- Ensure the publication is independent and all articles are well balanced without bias
- Encourage students to write for and read The Phantom
- To contribute to the marketing of The Phantom online magazine and blog
- To contribute to Editorial Committee decisions regarding deadlines, themes for the online magazine and topics for commissions
- Attend all training, US meetings, The Phantom Meetings and E/AGMs

Time Commitment:
 Varying throughout the year. Ideally submitting at least one article to the blog a month. Editing at least one article a week for the blog. Submitting at least one article for the online magazine (monthly) and editing at least one article for the online magazine. (All depending on number of submissions).

Responsible to:
 VP (Activities), Head of Newspaper and student contributors

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Editorial skills
- Written skills
- Marketing skills

Opportunity:

- A unique opportunity to be part of the team that produces The Phantom.
- Gain skills in writing and editing print
- Oversee all student media relating to Humanities through The Phantom

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in writing, editing and producing material for online publication
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience of writing
- Experience in editing
- Experience in recruiting volunteers

Training and Support:

- You will have access to a wide range of training by US including training conference and multiple skills based workshops

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked *)

* Written Communication	* Teamwork
* Verbal Communication	* Time Management
* Delegation	Financial Management
Decision Making	* I.T.
* People Management	* Organisation / Planning
Negotiation	Marketing

Role: Sports Editor

Department: Union of Students

Duties & Responsibilities:

- Edit all articles with Sports based content for the blog and online magazine by the deadlines set
- To write Sports-based articles for the online magazine and the blog
- Encourage students/members of The Phantom to write Sports based content
- Help recruit students to be in The Phantom team and then manage and delegate work to them and suggest relevant, Sports-related topics for articles
- Stay up-to-date on Sports-related developments in and outside of the University and communicate developments to student contributors
- Ensure articles are high quality, up to date, factually correct and relevant to the readership
- Ensure the publication is independent and all articles are well balanced without bias
- Encourage students to write for and read The Phantom
- To contribute to the marketing of The Phantom online magazine and the blog
- To contribute to Editorial Committee decisions regarding deadlines, themes for the online magazine and topics for commissions
- Attend all training, US meetings, The Phantom Meetings and E/AGMs

Time Commitment:
 Varying throughout the year. Ideally submitting at least one article to the blog a month. Editing at least one article a week for the blog. Submitting at least one article for the online magazine (monthly) and editing at least one article for the online magazine. (All depending on number of submissions).

Responsible to:
 VP (Activities), Head of Newspaper and student contributors.

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Editorial skills
- Written skills
- Marketing skills

Opportunity:

- A unique opportunity to be part of the team that produces The Phantom.
- Gain skills in writing and editing print
- Oversee all printed student media relating to Sports through The Phantom

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in writing, editing and producing material for print
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience of writing
- Experience in editing
- Experience in recruiting volunteers

Training and Support:

- You will have access to a wide range of training by US including training conference and multiple skills based workshops

Role: Music and Events Editor

Department: Union of Students

Duties & Responsibilities:

- Edit all articles with Music and Events based content for the blog and online magazine by the deadlines set
- To write Music and Events-based articles for the online magazine and the blog
- Encourage students/members of The Phantom to write Music and Events based content
- Help recruit students to be in The Phantom team and then manage and delegate work to them and suggest relevant, Music and Events-related topics for articles
- Stay up-to-date on Music and Events-related developments in and outside of the University and communicate developments to student contributors
- Ensure articles are high quality, up to date, factually correct and relevant to the readership
- Ensure the publication is independent and all articles are well balanced without bias
- Encourage students to write for and read The Phantom
- To contribute to the marketing of The Phantom online magazine and the blog
- To contribute to Editorial Committee decisions regarding deadlines, themes for the online magazine and topics for commissions
- Attend all training, US meetings, The Phantom Meetings and E/AGMs

Time Commitment:
 Varying throughout the year. Ideally submitting at least one article to the blog a month. Editing at least one article a week for the blog. Submitting at least one article for the online magazine (monthly) and editing at least one article for the online magazine. (All depending on number of submissions).

Responsible to:
 VP (Activities), Head of Newspaper and student contributors.

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Editorial skills
- Written skills
- Marketing skills

Opportunity:

- A unique opportunity to be part of the team that produces The Phantom.
- Gain skills in writing and editing print
- Oversee all student media relating to Music and Events through The Phantom

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in writing, editing and producing material for print
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience of writing
- Experience in editing
- Experience in recruiting volunteers

Training and Support:

- You will have access to a wide range of training by US including training conference and multiple skills based workshops

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked *)

* Written Communication	* Teamwork
* Verbal Communication	* Time Management
* Delegation	Financial Management
Decision Making	* I.T.
* People Management	* Organisation / Planning
Negotiation	Marketing

Role: Features Editor

Department: Union of Students

- Duties & Responsibilities:**
- Edit all articles with Features based content by the deadlines set
 - Help recruit students to be in the Features team and then manage and delegate work to them
 - Ensure articles are high quality, up to date, factually correct and relevant to the readership
 - Ensure the publication is independent and all articles are well balanced without bias
 - Encourage students to write for and read The Phantom
 - To contribute to the distribution of The Phantom
 - Hold writing workshops for students with the other Editors
 - Attend all training, US meetings, The Phantom Meetings and E/AGMs

- Time Commitment:**
Varying throughout the year with an average of 5-10 hours an issue (six issues a year)
- Responsible to:**
VP (Activities), and Head of Newspaper.
- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Editorial skills

- Opportunity:**
- A unique opportunity to be part of the team that produces The Phantom.
 - Gain skills in writing and editing print
 - Oversee all printed student media relating to Features through The Phantom

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team and report writing
 - Gain knowledge in editing and producing material for print
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience of writing
 - Experience in editing
 - Experience in recruiting volunteers

- Training and Support:**
- You will have access to a wide range of training by US including training conference and multiple skills based workshops

Skills Gained:		Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication		* Teamwork	
* Verbal Communication		* Time Management	

*	Delegation
	Decision Making
*	People Management
	Negotiation

	Financial Management
*	I.T.
*	Organisation / Planning
	Marketing

TV Committee Role Description

Role: Head of TV	Department: Union of Students
Duties & Responsibilities: <ul style="list-style-type: none"> To be the official representative of Phantom TV Manage the workload of the TV committee To recruit and interview the committee with the Union Sit on the Phantom Executive Committee, to represent Phantom TV Liaise with marketing to organise advertising and events Ensure that Phantom TV upholds an excellent reputation and that members conduct themselves in a professional manner at all times Chair regular Phantom TV committee meetings Encourage the wider student body to get involved ensure that TV productions are independent and unbiased Attend all required training sessions, US meetings, Phantom Exec. and E/AGMs. To liaise with US student media and events team in regards to finance, guest speakers, and technical needs of the channel to work with the US promote the elections Phantom Media Exec and E/AGMs 	Time Commitment: Varying throughout the year with an average of 5-10 a week Responsible to: VP (Activities), and Phantom Media members. Ideal personal Qualities: <ul style="list-style-type: none"> Great organisational skills Driven and motivated Good communication skills Able to balance multiple projects at once Passion for media Good team player
Opportunity: <ul style="list-style-type: none"> A unique opportunity to lead the team that creates marketing content for Phantom Media Gain skills in managing a team Gain skills in marketing 	Benefits: <ul style="list-style-type: none"> Gain a wide range of practical skills that will make you more employable Practical experience of being part of a team and report writing Gain knowledge in understanding marketing Relevant training/on-going personal development Qualify towards the Futures Award Gain experience in community work
Beneficial Previous Experience: <ul style="list-style-type: none"> Experience of marketing/ promotional work Passion for media 	Training and Support: <ul style="list-style-type: none"> You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops
Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication	* Teamwork
* Verbal Communication	* Time Management

*	Delegation
*	Decision Making
*	People Management
	Negotiation

	Financial Management
*	I.T.
*	Organisation / Planning
*	Marketing

Role: Assistant Head of TV

Department: Union of Students

Duties & Responsibilities:

- Work extensively with the Head of TV to ensure that the TV station has the best reputation and runs in a professional manner.
- To minute all meetings with the TV station committee and distribute these as necessary
- To be up to date with the stations rules, procedures and licensing knowledge and relate these to members where necessary
- To maintain the contact details of all members
- To work with all committee members to keep track of progress
- To deputise for the Head of TV in their absence
- Ensure that the facilities are kept tidy for everyone.
- Encourage the wider student body to get involved
- ensure that TV productions are independent and unbiased
- Attend all required training sessions, US meetings, Phantom Exec. and E/AGMs.
- To liaise with US student media and events team in regards to finance, guest speakers, and technical needs of the channel
- to work with the US promote the elections
- Phantom Media Exec and E/AGMs

Time Commitment:

Varying throughout the year with an average of 5-10 a week

Responsible to:

VP (Activities), and Phantom Media members.

Ideal personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Passion for media
- Good team player

Opportunity:

- A unique opportunity to lead the team that creates marketing content for Phantom Media
- Gain skills in managing a team
- Gain skills in marketing

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain knowledge in understanding marketing
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience of marketing/ promotional work
- Passion for media

Training and Support:

- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked *)

*	Written Communication
*	Verbal Communication
*	Delegation
*	Decision Making
*	People Management
	Negotiation

*	Teamwork
*	Time Management
	Financial Management
*	I.T.
*	Organisation / Planning
*	Marketing

Role: Pre-Production Manager

Department: Union of Students

- Duties & Responsibilities:**
- Recruit teams to produce footage for each Phantom TV projects, then manage and delegate workloads
 - keep in regular contact with Head of TV and Post-production manager to keep-up-to-date with deadlines
 - ensure all deadlines are met
 - report progress to Head of TV
 - Ensure that all equipment is working correctly before it is booked out.
 - ensure that all equipment faults are reported to Head of TV and the US technician
 - ensure that production is run with the best reputation and runs in a professional manner
 - work with the US to create footage for the elections
 - attend all training, US meetings, and E/AGMs
 -

- Time Commitment:**
Varying throughout the year with an average of 5-10 a week
- Responsible to:**
VP (Activities), and Phantom Media members.
- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Passion for media
 - Good team player

- Opportunity:**
- A unique opportunity to lead the team that creates marketing content for Phantom Media
 - Gain skills in managing a team
 - Gain skills in marketing

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team and report writing
 - Gain knowledge in understanding marketing
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience of marketing/ promotional work
 - Passion for media

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:	Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication	* Teamwork	
* Verbal Communication	* Time Management	
* Delegation	Financial Management	
* Decision Making	* I.T.	
* People Management	* Organisation / Planning	
Negotiation	* Marketing	

Role: Post- Production Manager

Department: Union of Students

- Duties & Responsibilities:**
- Recruit teams to produce footage for each Phantom TV projects, then manage and delegate workloads
 - keep in regular contact with Head of TV and Post-production manager to keep-up-to-date with deadlines
 - ensure all deadlines are met
 - report progress to Head of TV
 - Ensure that all equipment is working correctly before it is booked out.
 - ensure that all equipment faults are reported to Head of TV and the US technician
 - ensure that production is run with the best reputation and runs in a professional manner
 - work with the US to create footage for the elections
 - attend all training, US meetings, and E/AGMs

- Time Commitment:**
Varying throughout the year with an average of 5-10 a week
- Responsible to:**
VP (Activities), and Phantom Media members.
- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Passion for media
 - Good team player

- Opportunity:**
- A unique opportunity to lead the team that creates marketing content for Phantom Media
 - Gain skills in managing a team
 - Gain skills in marketing

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team and report writing
 - Gain knowledge in understanding marketing
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience of marketing/ promotional work
 - Passion for media

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:	Participating in this opportunity will enable you to develop and practice the following skills (marked *)
* Written Communication	* Teamwork
* Verbal Communication	* Time Management
* Delegation	Financial Management
* Decision Making	* I.T.
* People Management	* Organisation / Planning
Negotiation	* Marketing

Marketing and Finance Committee Role Description

Role: Head of Marketing and Finance

Department: Union of Students

- Duties & Responsibilities:**
- To liaise with the Union of Students Marketing Department to advertise Phantom Media activity
 - To recruit and interview the rest of the Marketing Committee with the VP (Activities) if the roles are not filled in the first block of interviews
 - Sit on the Executive Committee of Phantom Media to organise marketing content, and chair the meeting when required
 - To chair the Marketing Committee meetings
 - To lead the Marketing Committee in publicising and raising the profile of Phantom Media to the wider student body and local community
 - To aid the distribution of The Phantom
 - Encourage students to get involved with or just receive Phantom Media
 - Attend all training, US meetings, Phantom Media Exec and E/AGMs

- Time Commitment:**
Varying throughout the year with an average of 5-10 a week
- Responsible to:**
VP (Activities), and Phantom Media members.
- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Passion for media
 - Good team player

- Opportunity:**
- A unique opportunity to lead the team that creates marketing content for Phantom Media
 - Gain skills in managing a team
 - Gain skills in marketing

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team and report writing
 - Gain knowledge in understanding marketing
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience of marketing/ promotional work
 - Passion for media

- Training and Support:**
- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained:		Participating in this opportunity will enable you to develop and practice the following skills (marked *)	
* Written Communication		* Teamwork	
* Verbal Communication		* Time Management	
* Delegation		* Financial Management	
* Decision Making		* I.T.	
* People Management		* Organisation / Planning	
Negotiation		* Marketing	

Role: Finance Manager

Department: Union of Students

- Duties & Responsibilities:**
- Work with Phantom committee members to provide budget forecasts for Phantom and student group events
 - Administering the Phantom finances in accordance with Union procedures
 - Reporting to the committee on the finances. Including money earned and money left to spend.
 - Tracking all income and expenditure.

Time Commitment:
Varying throughout the year with an average of 5 - 10 hours a week

Responsible to:
Head of Phantom Marketing, VP Activities, and students

- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Budgeting skills

- Opportunity:**
- A unique opportunity to be part of the team that supports the marketing and financial side of Phantom Media.
 - An opportunity to manage finances for a Student-Led Service.

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team and report writing
 - Gain knowledge in finance forecasting and budget planning
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience of budgeting
 - Experience in organising events

- Training and Support:**
- You will have access to a wide range of training by the Union including training conference and multiple skills-based workshops

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

* Written Communication
* Verbal Communication
Delegation
* Decision Making
People Management
* Negotiation

* Teamwork
* Time Management
* Financial Management
* I.T.
* Organisation / Planning
Marketing

Role: Marketing Manager

Department: Union of Students

Duties & Responsibilities:

- Liaise with the Union's marketing department to advertise events.
- Keep the Phantom section of the website up to date
- Keep all Phantom social media up to date.
- Maintaining the publicity of Phantom.
- Actively help to organise and promote all events hosted by Phantom Media.
- Liaise with all channels of Phantom Media to ensure that promotional activities are timed and planned effectively.

Time Commitment:
Varying throughout the year with an average of 5 - 10 hours a week

Responsible to:
Head of Marketing and Finance, VP Activities and students

Ideal personal Qualities:

- Great organisational skills
- Creative
- Knowledge of social media
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Knowledge of copywriting
- Knowledge of marketing strategies

Opportunity:

- A unique opportunity to be part of the team that leads the team that supports the marketing and financial side of Phantom Media.
- To take the lead on marketing Phantom Media's events and activities, as well as maintaining the Phantom Media Brand.
- To engage with students across a wide array of channels.

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of producing adverts, posters, and articles.
- Relevant training/on-going personal development
- Qualify towards the Futures Award
- Gain experience in community work

Beneficial Previous Experience:

- Experience in marketing, particularly on social media
- Computer literate
- Graphic Design knowledge

Training and Support:

- You will have access to a wide range of training by the Union including training conference and multiple skills-based workshops

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

* Written Communication
* Verbal Communication
Delegation
* Decision Making
People Management
* Negotiation

* Teamwork
* Time Management
Financial Management
* I.T.
* Organisation / Planning
* Marketing

Role: Content Designer

Department: Union of Students

- Duties & Responsibilities:**
- To design the layout of The Phantom by the deadline set, and in a format that is ready for publication.
 - Work with the editorial team to ensure the design fits the themes of contributions
 - Ensure the design is of a high quality
 - Encourage students to contribute to the design of The Phantom – photographers, illustrators, etc
 - Attend all training, zone meetings, and E/AGMs
 - Ensure that content is designed for the promotion of all Phantom Media events and activities.

Time Commitment:
Varying throughout the year with an average of 10-15 hours an issue (six issues a year)

Responsible to:
VP (Activities), and Head of Newspaper.

- Ideal personal Qualities:**
- Great organisational skills
 - Driven and motivated
 - Good communication skills
 - Able to balance multiple projects at once
 - Experienced in design

- Opportunity:**
- A unique opportunity to design The Phantom and support Phantom Radio and Phantom TV.
 - Gain skills in designing print
 - Opportunity to portfolio some of your ideas

- Benefits:**
- Gain a wide range of practical skills that will make you more employable
 - Practical experience of being part of a team
 - Gain knowledge in designing material for print
 - Relevant training/on-going personal development
 - Qualify towards the Futures Award
 - Gain experience in community work

- Beneficial Previous Experience:**
- Experience of editorial design
 - Experience in Adobe InDesign
 - Experience in producing content on various platforms.

Training and Support:

- You will have access to a wide range of training by Union of Students including training conference and multiple skills-based workshops

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

* Written Communication
* Verbal Communication
Delegation
* Decision Making
People Management
Negotiation

* Teamwork
* Time Management
Financial Management
* I.T.
* Organisation / Planning
Marketing