

VOLUNTEER ROLE DESCRIPTION



RADIO PRODUCTION VOLUNTEER

Location: Mix of National Science and Media Museum, BCB (Bradford Community Broadcasting), and volunteering from home

Start Date: June 2024

Hours: Approx 5 hours per month at flexible times

End Date: Early 2025

Gain hands-on radio production experience

As part of our [Sound and Vision project](#) to redevelop the National Science and Media Museum, a team of volunteers supports us to produce a monthly radio show which promotes Sound and Vision and gets the local community more involved in the development of our new galleries.

Working closely with the museum, volunteers play a key role in planning, producing and presenting each 30-minute show, broadcast by [Bradford Community Broadcasting](#) (BCB), aiming to engage and excite the local community about developments in Sound and Vision and the museum's programmes and collections. Our previous broadcasts can be heard on the [Sound and Vision radio page](#).

Volunteers in this role gain first-hand experience in broadcasting while also getting an insight into how the museum operates. Role training is provided with our partners at BCB and you will be supported by our Communications and Marketing team.

In this role you will:

- Produce and present a monthly 30-minute radio show hosted by BCB about the development of the Sound and Vision project and wider programme at the National Science and Media Museum.
- Work alongside museum staff to identify topics to be covered in each programme, assist in content development and identifying guests.
- Edit the programme for either pre-recorded or live broadcast at BCB.

- As a volunteer you'll also learn about our Health and Safety policies, procedures, and risk assessments, allowing you to take care of your own personal safety and that of others.

If you need help with your application or would like to talk to us about what we can do to support you through this process, please email Alice Trow at volunteer.nsmm@scienceandmediamuseum.org.uk or call 01274 203340.

What you'll get from volunteering:

We want to ensure you have a rewarding experience with us. This means:

- Learning and development from our volunteer programme training
- Perks such as free cinema tickets and shop discount when our site reopens
- References on request

What you'll bring to the role:

This role is perfect for people who:

- Have an interest in broadcasting or a willingness to learn
- Are passionate about Bradford, the National Science and Media Museum, and its programme
- Are friendly and keen to work as part of a team
- Have confidence to produce and present a radio show at BCB, with training and support
- We ask all volunteers to show inclusive behaviours, valuing everyone's contribution, and promoting a culture of openness.

Key dates:

- All applicants are asked to attend a taster session at BCB lasting around 90 minutes. This is your chance to find out more about the role and we'll be getting to know you too. We're aiming to hold these between 27 May and 7 June (to be scheduled weekdays between 10.00 and 17.00). When you apply, we'll be in touch to ask about your availability.
- Following this, all successful applications will attend a volunteer induction session with us before starting training at BCB.

Additional Information:

- If successful we'll request a basic criminal record check. We'll arrange and process this for you and will cover all the costs. Any issues raised in the check will be considered on a case-by-case basis.
- To volunteer in this role, you must be 18 or over.
- We are legally required to ensure all volunteers from overseas have the right to volunteer in the UK, so please check your visa before applying. SMG is unable to act as a sponsor organisation if you do not have a visa that allows you to volunteer.

How to apply

We believe in a culture that recognises and values different experiences, mindsets, and expertise and welcome applications from all backgrounds. You can apply for this role via our [Volunteering portal](#).

1. Please tell us why you'd like to volunteer with us in the **A Bit More About You** section of the application form.
2. **Short creative task:** As this is a role which revolves around a radio show, we're interested in hearing your voices, how you approach a story, and how you express yourself.
 - i. Choose **one** story or upcoming event from our [blog](#) or [website](#).
 - ii. **Record yourself** speaking for 1 minute, explaining how you would **bring this story or event to life** for our listeners on the radio.

- iii. Share this with us as a voice recording. You might have an app on your phone that takes voice notes, or there are lots of free voice recording websites to choose from. We look forward to hearing what you come up with. Please send your recording to me at volunteer.nsmm@scienceandmediamuseum.org.uk.
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