

JOB DESCRIPTION PROJECT PRODUCER

Salary: £10/hr

Hours: 20hrs / week

15month Fixed Term - 1st February 2020 – 30th April 2021

Crescent Community

Radio, 1 Devon Street, Rochdale OL11 1HN

Job Outline

You will be the producer of the East-African Asian Lives project funded by Heritage Lottery Funded project. The aim of which is to record and document stories and memories of East-African Asians living in Greater Manchester.

Principal Responsibilities:

- Undertake research as part of the project
- Manage digital accounts in support of the project
- Arrange and conduct individual oral history interviews with community members to record memories and life stories using audio and video equipment.
- Produce content for audio, visual and digital outputs
- Produce a written summary of interview contents to ensure interviews are accessible and ensure summaries are completed by volunteers where appropriate.
- Assist in the design of a temporary exhibition at
- Support all aspects of dissemination of project findings
- To undertake such other duties as requested by the Project Coordinator

Person Specification

- Knowledge of standard microsoft IT packages
- Knowledge of Adobe Audition Audio editing and recording software
- Knowledge of Adobe Pro Video Editing software - including subtitling

- Experience of interview techniques
- Experience of producing content for multi media platforms
- Experience of working in multicultural settings Skills
- Effective oral communication and presentation skills with a wide range of people
- Ability to work on own initiative, meet deadlines and work under pressure
- Ability to work as a team
- Ability to use standard various IT software

To apply, send your CV and a letter of application to : faheem@crescentradio.net

Deadline for applications: 5pm Wed 22nd January 2020. This post is subject to Funding

JOB DESCRIPTION PROJECT CO-ORDINATOR - Heritage Lead

Salary: £10/hr Hours: 10hrs / week

15month Fixed Term - 1st February 2020 – 30th April 2021

Crescent Community

Radio, 1 Devon Street, Rochdale OL11 1HN

Job Outline

Funded by the Heritage Lottery Fund, you will be the coordinator of the East African Lives Lives project with a focus on contributors, volunteers and the quality of heritage. The aim of which is to record and document stories and memories of East Africans living in Greater Manchester.

Principal Responsibilities:

- Arrange and conduct individual oral history interviews with community members to record memories and life stories using audio and video equipment.
- Recruit and train volunteers in oral history recording and heritage research skills.
- Assist in the design of a temporary exhibition
- Lead all aspects of dissemination of project findings
- Co-ordinate the production of a weekly East African Lives radio show.
- To make judgements on the heritage quality of the work produced.

Person Specification - essential requirements

- Knowledge of oral history
- Knowledge of standard IT packages for word processing and video/audio recording
- An excellent knowledge of the East African community history, migration, settlement, culture and language
- Experience of recording interviews
- Experience of working in multicultural settings
- Experience of organising and or supporting the organisation of community events
- Experience of working with East African community
- Effective oral communication and presentation skills with a wide range of people and organisations.
- Effective written skills including the ability to present information in a clear concise manner
- Ability to work on own initiative, meet deadlines and work under pressure
- Ability to recruit, train and supervise volunteers
- Ability to work as a team

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Deadline for applications: 5pm Wed 22nd January 2020.

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JOB DESCRIPTION PROJECT CO-ORDINATOR - Exhibitions and Resources Lead

Salary: £10/hr Hours: 10hrs / week

15month Fixed Term - 1st February 2020 – 30th April 2021

Crescent Community

Radio, 1 Devon Street, Rochdale OL11 1HN

Job Outline

Funded by the Heritage Lottery Fund, you will be the coordinator of the East African Lives Lives project, with a focus on exhibitions, events and report writing. The aim of which is to record and document stories and memories of East Africans living in Greater Manchester.

Principal Responsibilities:

- Undertake all processing and collection management, including keeping a record of interviewees by date and place and collecting clearance forms.
- Take responsibility for scanning, documenting and recording donated artefacts and photographs and return the originals to their rightful owners.
- Manage the collection of recordings including transfer onto storage media to ensure long term security of the interviews collected prior to archive
- Produce a written summary of interview contents to ensure interviews are accessible and ensure summaries are completed by volunteers where appropriate.
- Lead on the production of a temporary exhibition
- Lead on the production of events

Person Specification - essential requirements

- Knowledge of oral history
- Knowledge of standard IT packages for word processing and video/audio recording
- Have some knowledge of East African heritage and culture
- Experience of working in multicultural settings
- Experience of organising and or supporting the organisation of community events
- Experience of working with East African community
- Effective oral communication and presentation skills with a wide range of people and organisations.
- Effective written skills including the ability to present information in a clear concise manner
- Ability to work on own initiative, meet deadlines and work under pressure
- Ability to recruit, train and supervise volunteers
- Ability to work as a team

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