



Application/Hiring Process & Requirements

Introduction:

Awesome! I presume that you are looking at this PDF due to you are possibly considering applying to work/volunteer at Madness FM or you have sent in an application to us and you're wondering "What's next?" as either a Radio Presenter, News Team or Sales Team. That is great- however, you before you start work with Madness FM, we need to go through a few phases and requirements in order to be eligible to apply to work/volunteer with us.

Role Requirements:

In this section of this document you can be able to see what EXACTLY you need to apply for the wide range of roles that we have available here at Madness FM and some handy tips and tricks to make an awesome application.



Role 1- Radio Presenter (+ Starts at Trial Presenter, 2 - 3 week trial)

Your primary job is to do slots and shows that are entertaining towards our listeners, you are the main face of Madness FM as you are the one that our listeners hear most often (As you are on air)- **OPEN TO NEWS TEAM, SALES TEAM & LISTENERS.** * Progression available.

Tips on the perfect **Radio Presenter** application:

- Currently, you have to do **3 SLOTS, NOT HOURS** a week, this is to ensure a full schedule- show us that you will be active within your application.
- Experience previously can help your application, do not worry it is not mandatory- our radio mentors will guide you to be the best you can possibly be on air.
- You need to come across to have a good personality in your application, we love personality- so show us what you have got!
- **INCLUDE A RADIO DEMO- THIS BEING A LINK AS ALL APPLICATIONS WITH NO RADIO DEMOS WILL BE AUTOMATICALLY DENIED.**
- Possibly explain what genres of music that you will play on air, that is always good to give us a flavour of what sort of music you like and what you will play within the shows that you present.

* Room for progression to Senior Presenter & Radio Mentor

Honestly, this is one of the most hands on role within Madness FM, and a great way to express your love of music!



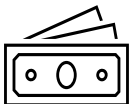
Role 2- News Team

Your primary job within Madness FM is to present news articles towards our website with this you will be responsible in making sure that the news on our website is up to date and correct, this role is definitely for the creative type and **OPEN TO RADIO PRESENTERS, SALES TEAM & LISTENERS**. So, why not give it a go- it may be for you!

Tips on the perfect **News Team** application:

- Show your creative side! Show us in your application what sort of articles that you will write to entertain our viewers and radio listeners.
- Experience previously can help your application, do not worry it is not mandatory.
- Grammar is a good thing to have in your application, not only is it a good thing to show how professional you are but, to show you can use grammar correctly thus meaning we could be more inclined to accept your application.

This role is definitely for people who are creative and who like to write, why not have a go- you may surprise yourself!



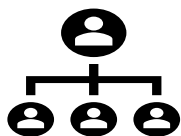
Role 3- Sales Team

Your primary job within Madness FM is to promote Madness FM and find out what ways we can do and what methods we can use to market the radio station. You will be in charge of selling adverts (That will go on our website) as well as possibly making them. If your good with selling things and maths- this may just be the role within Madness FM for you! **OPEN TO RADIO PRESENTERS, NEWS TEAM & LISTENERS**.

Tips on the perfect **Sales Team** application:

- Sales Experience previously can help your application, do not worry it is not mandatory.
- Explain to us what sort of things that you would do in order to make sales and in order to fund our radio site and servers etc.
- We need applicants to be professional within this role. Show how professional you are but, to show you can use grammar correctly thus meaning we could be more inclined to accept your application.

If you are good at maths and amazing at driving sales, this role within Madness FM, would be perfect for you! :)



Role 4 – Management roles (Radio Manager, Media/News Manager & Assistant Director)

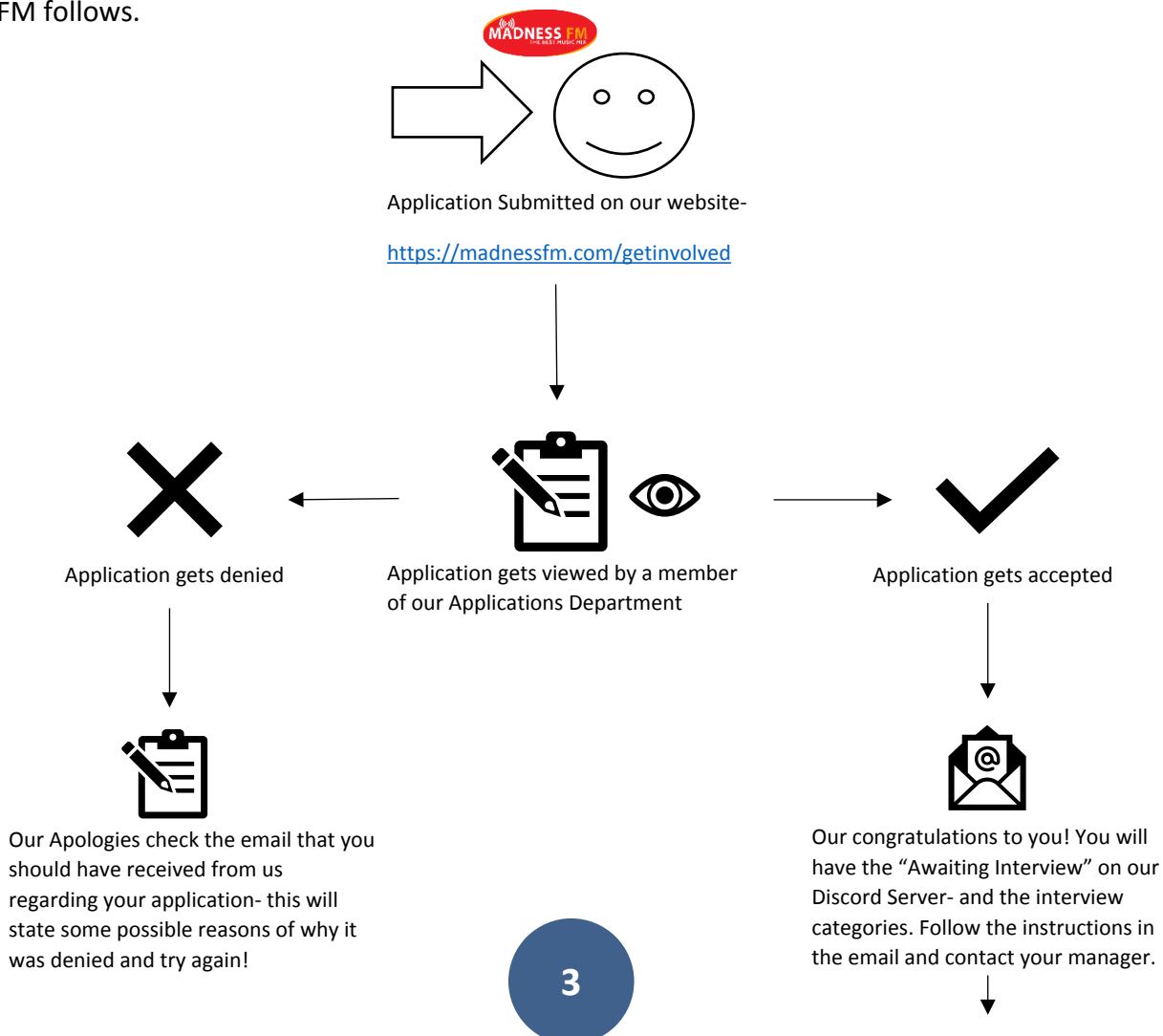
These roles are hired internally **ONLY** & not available for applications, please apply for one of the above first!



Application Phases & Interview Process

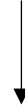
Introduction:

In this section of this PDF document, you will find out exactly what phases there is once you send an application into our Applications Department. Below is the process that Madness FM follows.





Arrange a time & date with your manager for a voice interview in the "Interview Room #1" or "Interview Room #2" channel within our Discord Server



Interview time! Good luck, remember just be you and be sure to tell the truth and be honest- any false information, can lead to dismissal at a later stage.

Duration: 5 -> 15 mins



Check your emails yet again! This time if you pass you will be messaged your Staff Portal Log in information (You can change your password, it is temporary). If you sadly, do not pass- you will be emailed with some reasons as to possibly why. If so, try again! :)