

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Radio Advertiser

Classification: Media Professions

Ref: 50,044

Aims & Objectives: To develop key skills through the experience of work.
To gain an insight into working within radio advertising.

Key Tasks: *THIS PLACEMENT IS LIMITED TO ONLY ONE DAY *
Students will do a certain amount of observation/shadowing, then after training and under supervision (at all times) may assist the production staff with basic tasks such as working with computers, writing music for advertising, try writing jingles, sound effects and possibly doing voice overs for adverts. Students interested in sound for recording or live shows etc may have time working on use of microphones and specialist sound techniques.

Requirements: Student should have a good standard of education, particularly English and should have a genuine interest in this area of work.
IT skills are essential with some experience of music i.e. playing or writing music.

Clothing: Student should dress casual.

Working Hours: 9am 5pm Monday to Friday flexible (max 37 hrs)

Meal Breaks: One hour for lunch lunchtimes may be unsupervised

Interview Required: Y

Student to Arrange: Y

Notes: Student to arrange an informal meeting prior to placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student must be supervised at all times.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Student will not come into contact with dangerous chemicals or hazardous machinery.

SLIPS, TRIPS & FALLS: Student must not work at heights. Care must be taken on the stairs which can be slippery in wet weather.

LIFTING & MANUAL HANDLING: Student must be shown safe lifting and handling.

WORKPLACE SPECIFIC HAZARDS: Low doors students must be careful of knocking their heads.

ELECTRICITY: Safe use of electrical items to be shown.

COMPUTERS & WORK STATION: Regular breaks from computer screens are required during prolonged use.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L