

Open: 01 October 2018

Close: **30 November 2018 at 16:00**

## **Requirements for December volunteering programme at CAPS RADIO**

NB: *late application will not be considered, drop off point is at, Nedbank corner 8<sup>th</sup> floor, 96 Jorissen Street corner Biccard, Braamfontein or via email: [info@capsradio.co.za](mailto:info@capsradio.co.za)*

### Volunteering programmes

#### **Presenters**

##### Requirements

- ❖ Possessing excellent communication (written and oral) and presenting skills
- ❖ Conducting interviews with guests in person or telephonic
- ❖ Being up to date with current affairs
- ❖ Holding a strong work ethic
- ❖ Being able to make decisions under pressure
- ❖ Computer literate

#### **Producer**

##### Requirements

- ❖ Planning all aspects of a show. For example, scheduling, sourcing and confirming guests
- ❖ Ensuring everything runs on schedule while the show is on air
- ❖ Good communication skills (oral and written)
- ❖ Telephonic skills
- ❖ Computer skills
- ❖ Research (content gathering)

##### **Applicants should send**

- ❖ Curriculum vitae (CV)
- ❖ Motivational letter (one page)
- ❖ Filled in application form
- ❖ ID/ Birth certificate copy (certified)