

## Radio Broadcast Assistant

A radio broadcast assistant helps the producer and does the administration needed to plan and put on a radio programme. They work in both talk-based and music radio.

### The Work

You could be:

- doing background research for programmes
- typing and sending out scripts and schedules and taking notes during meetings
- booking studios, equipment and technical crews
- producing running orders and programme logs
- looking after programme guests and contributors
- managing phone lines when listeners call in
- timing the slots, operating studio equipment, editing audio and archiving past programmes
- dealing with financial and copyright admin
- making sure the radio station website is up to date.

### Pay

The figures below are only a guide. Actual salaries vary, depending on:

- whether you are in radio or television
- whether you are freelance.

Salaries for broadcast assistants with the BBC are usually around £16,000 a year rising to around to £29,000 with experience (outside London). Starting salaries in local radio stations tend to be around £13,000 to £16,000 a year.

### Conditions

- You would work sometimes in a studio and sometimes in an office.
- Your working hours will be long and irregular – the media business runs 24 hours 7 days a week.
- You sometimes have to travel to attend meetings, or to go on location for outside broadcasts.
- You might be away from home at times.

### Getting In

- Many radio broadcast assistants have a degree or HND in a subject such as media studies or broadcasting but IT skills, and experience and contacts in broadcasting, are also important. Around two thirds of people working in radio are graduates.
- You should have a clear speaking voice.
- You should have a good general knowledge of the broadcasting industry and the programmes of the radio station where you want to work.
- You need to have work experience in broadcasting. You could get this through hospital, student or

community radio.

- It helps to have a showreel of productions you have worked on.
- Some broadcasting companies ask for language skills.
- A driving licence is usually required.

Entry is very competitive and many jobs are short-term contracts.

## What Does It Take

You should be:

- creative with a keen interest in radio
- well organised and able to multi-task
- good at problem solving
- flexible and able to use your initiative
- self-confident and assertive
- good at working in teams
- able to work under pressure to meet deadlines.

You should have:

- good research skills
- excellent communication skills
- good IT and administrative skills.

## Training

- Training is mainly on the job though short technical courses.
- The BBC offers a one-year Production Trainee Scheme. If you get a place, you work on four different placements on programmes across the UK. See the BBC website for details. Check the websites of other television companies for similar schemes.
- BBC Academy offers online and face-to-face courses in technical and operational radio skills.

## Getting On

- With a lot of experience you could move on to be a radio producer.
- The BBC offers its staff the chance to work in other related jobs through work shadowing or job swapping placements. This can help staff to develop their skills, make contacts and change job or programme.
- It helps if you can move location.
- Self-employment and freelance work are common.

## More Information

BBC Scotland runs an apprenticeship scheme for people who are keen to get into a career in the media industry. The closing date for applications is usually sometime in April or May. The one-year apprenticeship is based in Glasgow and pays £14,250 a year. As well as learning on the job at BBC Scotland at Pacific Quay in various

departments, you will study towards a Level 3 Diploma in Creative and Digital Media at a Glasgow college. Ideally applicants will have National 5 English and Maths, good IT skills and a keen interest in media. You must be at least 18 at the start date of the apprenticeship. Entry is very competitive as places are limited. The selection process includes an assessment day and tests in English and Maths. For any questions and updates by following @BBCGetin on Twitter. If you would like to find out more or check on application deadline dates visit [BBC Scotland Apprenticeships](#).

## Contacts

### **BBC Academy**

Website: [www.bbc.co.uk/academy](http://www.bbc.co.uk/academy)

Twitter: @BBCAcademy

Facebook: [www.facebook.com/bbcacademy](http://www.facebook.com/bbcacademy)

### **Creative and Cultural Skills**

Tel: 020 7015 1800

Email: [info@ccskills.org.uk](mailto:info@ccskills.org.uk)

Website: [www.ccskills.org.uk](http://www.ccskills.org.uk)

Website (2): [ccskills.org.uk/careers](http://ccskills.org.uk/careers)

Twitter: @CCskills

Facebook: [www.facebook.com/ccskills](http://www.facebook.com/ccskills)

### **Radio Academy**

Email: [info@radioacademy.org](mailto:info@radioacademy.org)

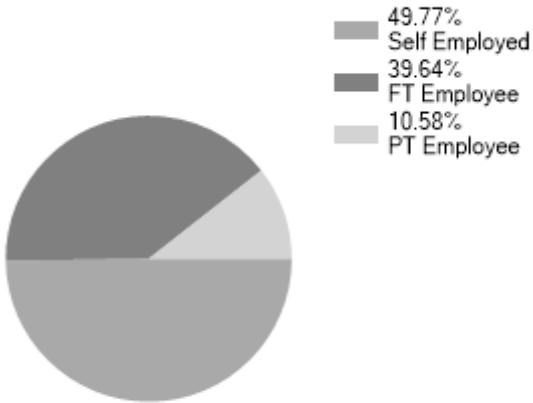
Website: [www.radioacademy.org](http://www.radioacademy.org)

Twitter: @radioacademy

Facebook: [www.facebook.com/radioacademy](http://www.facebook.com/radioacademy)

Statistics

Employment Status UK %



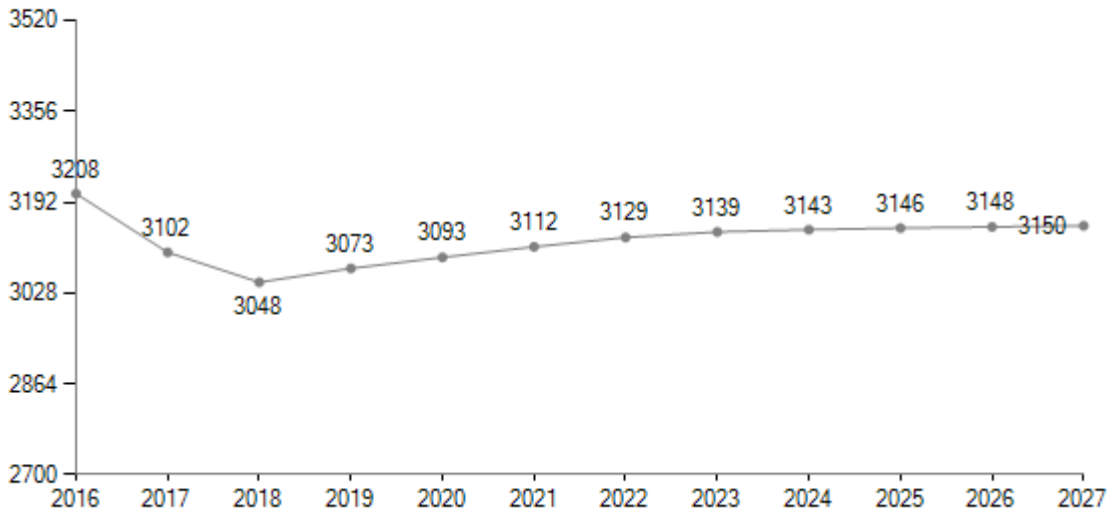
Past Unemployment - Scotland

Date	Unemployed
Dec 2018	0.07%
Mar 2019	0.07%
Jun 2019	0.07%
Sep 2019	0.07%

LMI data powered by [EMSI UK](#)

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [EMSI UK](#)