

## Broadcast Assistant

A broadcast assistant helps the producer and does the administration needed to plan and put on a radio programme. They research for background information on topics that form the content of radio programmes, and help with different aspects of planning and producing the programmes.

### The Work

You could be:

- work with producers and other professionals to discuss research requirements
- 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
- coming up with ideas for shows or items on shows
- timing the slots, operating studio equipment, editing audio and archiving past programmes
- dealing with financial and copyright admin
- finding and interviewing guests to take part in programmes.

### 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 £21,000 a year rising to around to £30,000 with experience (outside London). Starting salaries in local radio stations tend to be around £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.
- The work can be demanding, with tight deadlines to meet.

### Getting In

- Many broadcast assistants have a degree (SCQF Level 9-10) or HND (SCQF Level 8) in a subject such as media, journalism or public relations 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 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.
- It helps to have experience in journalism or broadcasting. Posts often go to those already within the organisation doing other jobs, such as an entry level position like runner (See [Runner](#)).

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
- knowledge of the production process.

## Training

- Training is mainly on the job though short technical courses.
- The BBC runs a number of early careers apprenticeships in different areas of media and broadcasting. Follow @BBCGETIN Instagram to stay up to date. If you would like to find out more or check on application deadline dates visit [BBC Early Careers](#).
- [ScreenSkills](#) has information on a range of courses. Along with the British Film Institute (BFI) they run a database to help those in the industry choose relevant courses.
- 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 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

Ready to launch your career at the BBC? The BBC talent schemes could kick start your passion into a job that you love. Follow @BBCGETIN Instagram to stay up to date. Have a look at [BBC Launch Your Career](#).

Trainee Finder is ScreenSkills flagship new entrant programme which offers paid work placements across a range of roles in film and TV. Recruitment will usually begin around September of the year before placement. Find out more and apply online by visiting the [Film Trainee Finder website](#).

## Contacts

### 4 Careers

Website: [careers.channel4.com/4skills](https://careers.channel4.com/4skills)

X: @Channel4Skills

Facebook: [www.facebook.com/Channel4Skills](https://www.facebook.com/Channel4Skills)

### BBC Academy

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

### BBC Recruitment

Website: [careers.bbc.co.uk](https://careers.bbc.co.uk)

X: @BBCGetIn

### Radio Academy

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

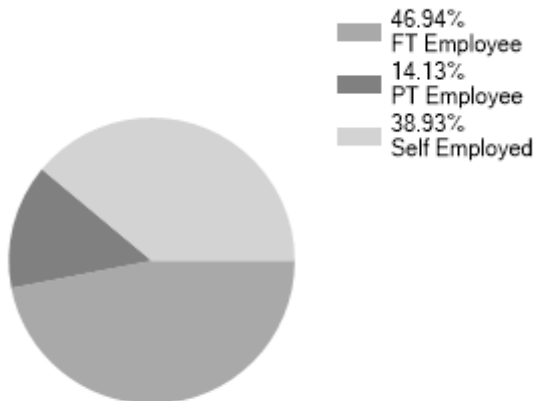
Website: [www.radioacademy.org](https://www.radioacademy.org)

X: @radioacademy

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

## Statistics

Employment Status UK %

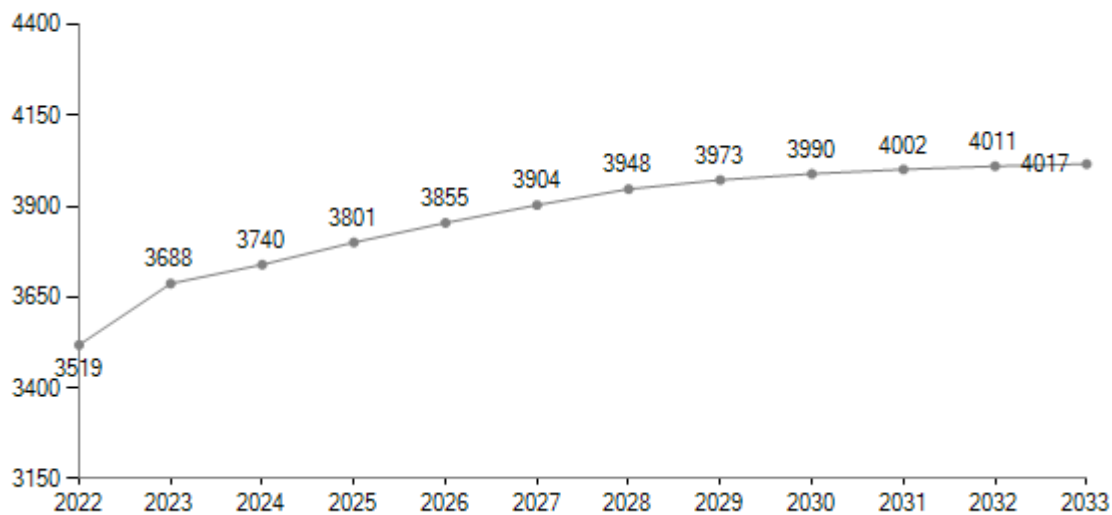


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

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

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)