



## Job Description

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| <b>Job Title</b>    | <b>The Travel Show Researcher and Assistant Producer</b>                                                                                           |
| <b>Organisation</b> | Radio Bath CIO                                                                                                                                     |
| <b>Location</b>     | Radio Bath, River Tree House, Lower Bristol Rd, Bath BA2 9ES<br>With remote working possible                                                       |
| <b>Hours</b>        | Minimum of 3 hours per week on a regular basis. We offer fully flexible volunteering hours, so you can contribute at times that work best for you. |

### About The Travel Show

**The Travel Show** is broadcast every Saturday and features an interview with a travel industry expert about an overseas holiday destination, together with a round-up of that week's international travel news.

The Travel Show is presented and produced by Simon McNeill-Ritchie, CEO and co-founder of Radio Bath CIO, a registered charity (no. 1193978) broadcasting 24/7 under a commercial Digital Audio Broadcasting (DAB) licence and online. Radio Bath CIO is a highly innovative model seeking to restore Independent Local Radio to our towns and cities on a sustainable, volunteer basis.

### What you'll do

- Research overseas travel destinations, industry trends and relevant topics for weekly shows.
- Identify and help secure engaging guests from across the travel industry.
- Assist in preparing interview briefs, questions and background notes.
- Support the production of The Travel Show, including planning content and running orders.
- Contribute to the weekly round-up of international travel news.
- Work closely with Simon McNeill-Ritchie to develop creative ideas and improve show content.

- Help with basic audio production tasks where required (training provided).
- Ensure content is accurate, engaging and aligned with Radio Bath's values.

### What we're looking for

- Strong research and writing skills with attention to detail.
- An interest in travel, culture and global current affairs.
- Good organisational skills and the ability to meet weekly deadlines.
- Confidence communicating with guests and contributors.
- A proactive and creative mindset with a willingness to learn.
- Basic digital or audio production skills (desirable but not essential).
- Team players who can collaborate effectively in a small production team.

### What you'll gain

- Hands-on experience in radio production and content development.
- The opportunity to work on a live weekly show with an experienced presenter.
- Insight into the travel industry and media production.
- Development of research, editorial and communication skills.
- Experience in a supportive and innovative community radio environment.

### Interested?

If you'd like to find out more, please email [simon@radiobath.com](mailto:simon@radiobath.com)

If you'd like to apply, please email [simon@radiobath.com](mailto:simon@radiobath.com) with your name, email, phone number and a short introduction as to why you would like to volunteer for us.