

Station Manager

1. The Station Manager is responsible for:
 - a. The management of the CampusTV Committee;
 - b. Maintaining relationships with any group with which CampusTV is affiliated;
 - c. Charing Committee meetings;
 - d. Helping the Media Treasurer submit a annual budget;
 - e. Co-ordinating all teams within CampusTV;
 - f. Ensuring that at the start of each academic year, one Officer is selected to control the Station's social media outlets.

Executive Producer

2. The Executive Producer is responsible for:
 - a. Ensuring that CampusTV continues to produce regular, flagship content;
 - b. Responding to any requests for production services;
 - c. Liaising with the Media Treasurer to invoice for services, where applicable;
 - d. Charing Committee meetings in the absence of the Station Manager;
 - e. Ensuring CampusTV content adheres to Ofcom regulations;
 - f. Liaising with the Media Editorial Officers;
 - g. Ensuring suitable training, relevant to their remit, is provided for members;
2. Whenever the Executive Producer is present and active in a production, they are the assigned Producer for that event.

Head of Live Events

3. The Head of Live Events is responsible for:
 - a. The running of all live events;
 - b. Liaising with the Media Treasurer to invoice for services, where applicable;
 - c. Ensuring suitable training, relevant to their remit, is provided for members;
4. Whenever the Head of Live Events is present and active for a live event, they are the assigned Producer for that event.

Chief Engineer

5. The Chief Engineer is responsible for:
 - a. Maintaining all CampusTV equipment;
- b. Keeping an equipment register;
 - c. Submitting any equipment requests to the Committee.
 - d. Ensuring suitable training, relevant to their remit, is provided for members;

Head of Station Imaging

6. The Head of Station Imaging is responsible for:
 - e. Developing CampusTV's brand through the use of idents;
 - f. Co-ordinating the creation of all Station idents and title sequences;
 - g. Co-ordinating the creation of adverts for Media, other SU groups, and SU services.
 - h. Ensuring suitable training, relevant to their remit, is provided for members;

Head of Advertising and Marketing

8. The Head of Advertising and Marketing is responsible for:
 - i. Publicising CampusTV's services and content;
 - j. Liaising with the Head of Station Imaging on the creation of adverts for Media;
 - k. Liaising with Bath SU's Marketing Office;
 - l. Conducting market research and determining brand awareness;
 - m. Monitoring and analysing viewership;
 - n. Working to increase the improve the number of views on CampusTV videos;
 - o. Working to seek and co-ordinate commercial sponsorship for CampusTV as a whole, and/or for individual shows/events;
 - p. Ensuring suitable training, relevant to their remit, is provided for members;
 - q. Working with the Officer selected to be in charge of the Station's social media outlets to ensure their capabilities are optimised.