

This opportunity profile is designed to give you an idea of what your Executive Committee position will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

**1) Role: CampusTV Station Manager**

**Department:** Media (Supported by Marketing)

**Duties and Responsibilities:**

- a. The management of the CampusTV Committee;
- b. Maintaining relationships with any group with which CampusTV is affiliated;
- c. Chairing 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.

**Time Commitment:**

**Xxx**

**Attendance at Media Exec and Media GMs.**

**Venue:** URB, CTV and bathimpact, marketing office and across campus.

**Responsible to:** Media Officer & SU President

**Members of SU Staff:**

SU President (supresident@bath.ac.uk)

- Represents students in Media
- Provides advice and support for all students in Media
- Gives strategy and development to Media and the areas within it.

Helen Freeman Marketing Manager  
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- Oversees the area as a whole
- Deals with Risk Assessments for big events
- In charge of all the Health and Safety for society events and activities
- Setting up elections
- Retrieving results for online elections
- All administration duties

**Main Tasks:**

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**Training and Support:**

- Handover training with the previous CTV Station Manage.
- Committee training via skills training

**Useful Requirements:**

- Participation in previous Media groups, events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Creativity
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills

**Skills Gained:** Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication	✓	Time Management	✓	I.T.	✓
Delegation	✓	People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	

**For further info contact:**

SU President  
[SUPresident@bath.ac.uk](mailto:SUPresident@bath.ac.uk)

**Website:**

[www.bathstudent.com/media](http://www.bathstudent.com/media)