



manawatū people's radio
te reo irirangi o ngā tāngata o manawatū

01 JUNE 2026

STAFF STRUCTURE AT MPR

In the following pages, the structure and allocation of duties, responsibilities and authorities is clarified.

STAFFING & REPORTING PATHWAYS

The list below provides a simplified overview of the reporting structure of the organisation. The formal flow of information in both directions is governed by this order.

Manawatu Access Media Charitable Trust

Chair: Margie Comrie

Treasurer: Wendy Sullivan

Secretary: TBC

Trustees: Mayette Maling-Cope, Vicki Wills, Ben Schmidt, Ruth Bateson, Richard Woolgar, Franco Vaccarrino, Maree Gibson

Patron: Peter Cleave (ONZM)



Manawatu People's Radio Staff

Kaiwhakahaere | Station Manager: Fraser Greig



Kaituitui kaupapa pāho | Content Coordinator: Hugh Dingwall



Kaiāwhina pāho | Content Assistant: TBC

JOB DESCRIPTION: Kaiwhakahaere | Station Manager

To be responsible for all operations and functions of Manawatu People's Radio, the Access Media outlet governed by the Manawatu Access Media Charitable Trust.

Key Tasks

Station performance

- Translate the board's vision into operational strategy and implement it.
- Manage and respond to day-to-day operations and requirements.
- Ensure compliance with relevant legislation and contracts.
- Encourage the use of - and oversee - station services, provided in accordance with CAMA principles, Trust expectations and New Zealand on Air requirements.
- Maintain an overview of volunteers, content creators, equipment and resources.
- Network with community / other major institutions.
- Publish station reference materials such as flyers, manuals, contract templates etc.
- Receive and act upon internal reports from staff.
- Gather programme schedule audit sheets from the content coordinator on a weekly basis.
- Maintain 36(c) broadcast hours data entry and subsequent reports.
- Prepare for and deliver New Zealand on Air quarterly reports, annual funding applications and any other reporting / communication necessary.
- Ensure the station premises are a safe and enjoyable place to work and create content.
- Maintain a filing system of content creator details, information, notes and other pertinent information.

Finances

- Maintain station accounts to a high degree of accuracy.
- Conduct physical banking on a weekly basis (where required).
- Ensure all invoices and bills are processed in a timely manner.
- Make contact with board members for any signatures on financial matters where required.
- Liaise with the accountant, reviewers and bank to ensure smooth and transparent financial practises are maintained.
- Identify potential sponsorship, advertising, social enterprise or any otherwise commercial relationships and secure support.
- Manage any sponsorship, advertising, social enterprise or any otherwise commercial relationships.
- Create and maintain templates, rates cards, mailing materials and any otherwise necessary supporting documentation to respond to such relationships.
- Create a funding calendar for the station that includes operational support as well as identified project / capital funding.
- In conjunction with the funding calendar, identify and create other support resources to enable a process to occur. Implement the process in a consistent manner.
- Ensure all accountabilities, acknowledgement and funder requirements are completed on time.
- Maintain a filing system of funding applications and supporting documentation.

Human resources

- Provide leadership for the paid operational team and volunteers at the station.
- Employ, manage and delegate duties to staff in accordance with policy and good employer principles.

Manawatu Access Radio Charitable Trust support

- Collate all financial and operational information for reports to the Manawatu Access Radio Charitable Trust and New Zealand on Air.
- Prepare board meeting support documentation, attend meetings and report to the board.
- Prepare annual budgets in conjunction with the treasurer and monitor the budget throughout the year.
- Support the trust in developing a strategic vision.
- Develop, implement and maintain Trust approved station policy.

Promotions and marketing

- Raise awareness and encourage participation by promoting station operations and special initiatives, including developing a robust and persistent promotional campaign at a regional level.
- Develop, implement and maintain strategies for newsletter creation and distribution.
- Create a regular newsletter with engaging content featuring multiple areas of operation.
- Develop, implement and maintain strategies for the distribution of press releases highlighting station successes and the activities of content creators.
- Distribute press releases as outlined in the relevant strategies.
- Maintain relationships with local press.

Authorities

Financial: Within trust approved budgets and financial policy.
People: Employ and manage all staff, monitor behaviour of volunteers and content creators.
Operations: Full authority over operations, with accurate and transparent reporting to the Trust.

Functional Relationships

Internal

MARCT board members, Content coordinator, Content assistant, Content Creators.

External

Members of the public, Members of the Media, CEO's / managers / liaisons with other community groups and institutions, NZ on Air, MCH, MBIE (RSM), CAMA, PNCC, MDC, Local MPs, Horizons, Te Pū Harakeke, Those to whom there is a financial tie / obligation, Identified strategic partners.

JOB DESCRIPTION: Kaitiuiti kaupapa pāho | Content Coordinator

Under the supervision of the station manager, coordinate and facilitate the creation of content on the various platforms of Manawatu People's Radio. Work with content creators and station staff to create audio and visual content for broadcast and online delivery, with a focus on content that meets 36(c) criteria or the station's community engagement strategies.

Key Tasks

Audio production

- Produce creative work to support broadcast content including themes, on air promotions etc. and ensure a consistent high standard and quality.
- Produce creative work to support station identity and brand, key themes and other messages as required. Ensure a high standard and quality and regularly refresh and rotate such content to maintain a "fresh" and engaging listening experience.
- Facilitate remote and off-site content creation utilising portable equipment.
- Receive all correspondence for community notices and prepare for broadcast and follow up for additional content (interviews, programmes etc).

Reporting

- Report to the station manager on a weekly basis with a mutually agreed template.
- Complete programme audit sheets accurately and in a timely manner for collection by the station manager.

Content creator support

- Develop a process of quality control and assurance on all broadcast / podcast content and provide regular feedback to content creators. Document this process.
- Work with content creators to develop and maintain their programmes and promotions - and where necessary - produce policy drafts to support it.
- Develop, document and deliver a formal introductory session for new content creators.
- Raise awareness of broadcasting standards and election programme restrictions.
- Provide ongoing support and assistance including monitoring and feedback on broadcasts, facilitating up-skilling and increased quality.
- Develop training manual content.

Equipment and operations

- Develop, implement and maintain strategies for the management of on demand / podcast content, including timely uploads and accurate descriptions.
- Provide leadership to, delegate duties (including discussion around priority delegated duties) to, oversee and review the performance of the content assistant.
- Ensure accuracy in the programme schedule, and consistency across all avenues of access to it (Whiteboard, website etc).
- Ensure accuracy of studio booking calendar.
- Build a comprehensive knowledge base on all station DAW and audio management programmes (including but not limited to Station Playlist, Reaper, Dark Audacity, Logging software, Wheatstone, PlayIt suite etc).
- Create and schedule playlists and ensure accurate programme scheduling in line with station objectives.
- Ensure logging requirements are adhered to and are robust and reliable.

- Select music for use on air in line with station policy.
- Maintain station content storage in archive and T:/.
- In the absence of the station manager, ensure day to day operations are completed, strategy and planning is adhered to, NZ on Air requirements are adhered to and station policy is adhered to.

Online platforms

- In response to station strategy, community involvement and any other relevant factors, garner footage and produce audio-visual content for use on the station's YouTube channel, and other platforms that support it.
- Develop, implement and maintain strategies outlining appropriate content for the website.
- Create and maintain website content. Ensure website is regularly updated and maintained.
- Develop, implement and maintain strategies to coordinate our social media activity, including identifying appropriate platforms and coverage of events and operations.
- Manage social media platforms and craft content based on station objectives.
- Maintain up-to-date non-broadcast / podcast / online engagement statistics.

Projects

- Identify projects that require management (including but not restricted to Forums, Events, Training and Outreach).
- Project manage and engage with community in the planning of the identified projects.

Authorities

Financial: Tearoom supplies, cleaning supplies, minor stationery items, storage media in liaison with the station manager. Proposals for large scale expenditure should be made to the station manager in writing.

People: Oversee the content assistant. Monitor behaviour of volunteers and content creators.

Operations: Nil. Input into operations will be sought by the station manager.

Functional relationships

Internal

MAMCT board members, Station manager, Content assistant, Content creators.

External

Members of the public, Identified strategic partners, Those to whom there is a financial tie / obligation.

JOB DESCRIPTION: Kaiāwhina pāho | Content Assistant

Under the supervision of the content coordinator, collaborate and support the facilitation and creation of content for the various platforms of Manawatu People's Radio.

Key Tasks

The content coordinator will enter into regular discussion with the content assistant to assign priority delegated duties. These duties to be conducted with more autonomy and oversight. Discussions around such duties to consider skill base, share of content support workload, collaboration in the content creation team and the supportive nature of the content assistant's role.

Audio

Assist in the creation of audio content for broadcast and podcast through content editing, creative production, interviews, studio engineering, liaison and training of content creators and similar tasks.

Video

Assist in the creation of video content for upload and sharing on social media through recording raw footage, editing, uploading, sharing and related processes.

Platforms

- Support the sharing of station content and messages on the various platforms of delivery as identified by the content coordinator.
- Assist in the development and maintenance of the station website.
- Support the creation of social media posts.
- Support the upload of on demand content, assist in ensuring descriptions are relevant and complete.

Reporting

Report to the content coordinator on a weekly basis with a mutually agreed template.

Authorities

Financial: Tearoom supplies, cleaning supplies, minor stationery items in liaison with the station manager.
People: Monitor behaviour of volunteers and content creators.
Operations: Nil. Input into operations will be sought by the Station Manager.

Functional relationships

Internal

MAMCT board members, Station manager, Content coordinator, Content creators.

External

Members of the public, Identified strategic partners, Those to whom there is a financial tie / obligation.

COLLABORATIVE TASKS

These tasks are common to all roles in the organisation.

- Recommend ways to improve or increase efficiencies of the station.
- Record relevant statistics (e.g. engagement and enquiry).
- Attend regular staff meetings.
- Record station messages for broadcast.
- Interview community members for broadcast.
- Maintain effective communication with functional relationships.
- Ensure station is well maintained and the facilities are kept tidy.
- Maintain accurate and current Time In Lieu accruals.
- Foster relationships and encourage content creation and support.
- As much as is possible, be available for occasional out of hours work.
- Be available for call out for equipment installation / failure or break-ins / emergency.
- Upon direction of the station manager, complete - on occasion - tasks that are within your capability but not within the scope of your specific job description.
- Meet and greet all members of the public that enter the premises on their arrival.
- Answer calls on the phone if other staff members cannot attend.
- Act as a station ambassador.