



NERVE MEDIA

COMMITTEE

ELECTIONS

Role Description

**SUBU** Student Leader  
Elections

# NERVE MEDIA COMMITTEE ELECTIONS

## Role Titles

**Committee Members for all active Nerve Media outlets:**

- Nerve Online
- Nerve Photography
- Nerve Radio
- Nerve Sport
- Nerve TV

## Responsible to

- The members of Nerve Media
- SUBU Communications Team

## Role Duration

One academic year

## Staff Liason

SUBU Marketing & Communications Manager

## Role Purpose

As a member of the Nerve Media committee, the post holder is expected to actively champion and manage the day-to-day runnings of their chosen media outlet.

The Nerve Media committee will be responsible for leading within their media outlet by ensuring that each area provides opportunities for all Nerve members to develop their skills, be inspired and maximise talents.

As a Nerve Media Committee Member, the postholder will be expected to work with all members of their outlet to ensure all content remains relevant for their audiences within the wider student body.

## Why you should become a Nerve Committee member

1. Create positive change and impact within your Nerve media outlet
2. Gain experience and transferable skills which will boost your employability
3. Build networks and relationships with other students, local media outlets, key members of staff at the Union and University

## Role Requirements

Only students that belong to the Nerve outlet the post represents can stand for election. Students who stand in the Nerve Media Committee Elections must be opted into the Students' Union.

Alongside the listed duties, the post holder will be expected to attend regular meetings with their Nerve Committees, and all BU/SUBU meetings where attendance is mandated.

In line with the Code of Conduct, if a post holder fails to carry out their duties as detailed, they may be removed from post.

## Mandatory Positions

### Editor in Chief

The Editor in Chief will be responsible for the day to-day running of Nerve Online. You will organise and host regular meetings with your editors and writers, and attend meetings alongside SUBU and other Nerve outlets.

You will ensure that operations run smoothly and will lead on content planning with your members and editors. You will be responsible for ensuring that engaging content is regularly shared on the Nerve Online website. This includes ensuring that no copyrighted material is posted alongside any Nerve Online articles.

You will be the representative for all financial matters, keeping track of Nerve Online's budget and purchases throughout the year.

### Assistant Editor

The Assistant Editor will assist the Editor in Chief with administration duties. You will be responsible for running Nerve Online in case the Editor in Chief is absent. You will also be responsible for communicating with all members to ensure they are kept up to date with what is happening across Nerve Online.

## Optional Positions

### **Head of Social Media**

This role will be responsible for all of Nerve Online's social media accounts including Instagram, Facebook and Twitter. You will be expected regularly share and schedule links to the latest online content and work with other members to create content, ensuring all social media channels are used effectively.

## Mandatory Positions

### Head of Nerve Photography

This role will oversee the running of the outlet and be the point of contact for all committee members. You will attend regular meetings with the other Nerve outlet's Heads.

You will be responsible for organising the monthly competitions - deciding on a theme, sending them to judges to get results and organising the prizes. This role will also include being responsible for the finances of Nerve Photography, by tracking budget spend throughout the year.

This role, like all others, is also responsible for attending events to supervise photographers who need to borrow the Nerve Photography cameras.

## Optional Positions

### Head of Social Media & Social Events

This role is responsible for running the Instagram and TikTok accounts for Nerve Photography.

You will regularly update the accounts with content captured by committee and members, and create engaging content to show what Nerve Photography offers. You will also be responsible for replying to messages on the accounts. You will also be responsible for organising social events for members to get to know each other.

This role, like all others, is also responsible for attending events to supervise photographers who need to borrow the Nerve Photography cameras.

## Head of Events

This role will be responsible for organising photographers to cover events in SUBU and BU. This includes advertising the event to members, selecting which photographers should attend and ensuring they have the appropriate equipment.

You will also be responsible for finding opportunities for Nerve Photography's members outside of SUBU and BU. This includes reaching out to people and organisations to source exciting events which need covering.

This role, like all others, is also responsible for attending events to supervise photographers who need to borrow the Nerve Photography cameras.

## Head of Tech & Training

The Head of Tech and Training will be responsible for ensuring the Nerve Photography kit is working and kept clean. You will be the point of contact if cameras and accessories are not working.

You will also be responsible for running sessions for members to learn how to use the equipment Nerve Photography can offer and help them improve their photography and image editing skills. You must be confident with cameras and editing software.

This role, like all others, is also responsible for attending events to supervise photographers who need to borrow the Nerve Photography cameras.

## Mandatory Positions

### **Nerve Sport Co-Editor (two positions available)**

The co-editors will be responsible for the day-to-day running of Nerve Sport. You will organise and attend regular meetings with subeditors, writers, other Nerve outlets and SUBU to ensure that operations run smoothly, organising opportunities for writers and ensuring that any relevant sport is covered, with a focus on SportBU and local sports.

Co-editors will be required to maintain the Nerve Sport website, as well as managing communications with AFC Bournemouth, organising people to attend Bournemouth games and press conferences. This includes ensuring that no copyrighted material is posted alongside any Nerve Sport articles.

You will be the representative for all financial matters, keeping track of Nerve Sport's budget and purchases throughout the year.

## Optional Positions

### **Football Editor**

The Football Editor will be responsible for ensuring that Nerve Sport maintains a good and extensive coverage of football from local teams and SportBU to AFC Bournemouth and football all over Europe.

The main focus of the Football Sub-Editor is to keep up to date with local football and ensure that local non-league teams are getting coverage.

## **Motorsport Editor**

The Motorsport Editor will be responsible for all motorsport coverage on Nerve Sport.

This person will need to look at motorsport calendars and ensure that there is consistent coverage of motorsport on the website, from F1 to local teams such as Poole Pirates.

This person will need to have a good knowledge of different types of motorsport and build a team to cover this area.

## **Combat Sports Editor**

The Combat Sports Editor will be responsible for covering boxing and MMA across Bournemouth and internationally. This person will need to have a good knowledge of combat sports and upcoming events.

## **SportBU Editor**

The SportBU Editor will be responsible for keeping up to date with the SportBU fixture calendar and making sure that as many fixtures and events are covered as possible. You will work closely with SportBU and will need to have a good knowledge of a range of different sports.

## **Head of Social Media**

The Head of Social Media will be responsible for the Nerve Sport Twitter account and look to expand to other platforms such as Instagram & TikTok. You will regularly update the accounts with articles and breaking news stories, working with everyone at Nerve Sport to maximise reach of articles published by Nerve Sport members.

## Mandatory Positions

### Station Manager

The Station Manager is the head of Nerve Radio and will oversee committee and presenters as well as work with other Nerve outlets such as BU, The Old Fire Station, SUBU and other external businesses.

You will be responsible for the station's scheduling, planning, training, deadlines while working with the team to constantly improve the services that Nerve Radio offers. This means you will have to delegate tasks to the relevant committee members, and work closely with your Deputy. You will be the representative for all financial matters, keeping track of Nerve Radio's budget and purchases throughout the year.

The main responsibility of the role is to be a point of contact for everyone, you will need to make important decisions, ensure the smooth day-to-day running of Nerve Radio and work with the committee to ensure everything is up to standard.

You will also be expected to attend a weekly Nerve Heads meeting with the Heads of other Nerve Outlets and a representative from SUBU.



## **Deputy Station Manager**

The Deputy Station Manager will support the Station Manager with any tasks that may need to be delegated. This will change depending on the station manager and throughout the year.

You will have set responsibilities to attend to such as organising, updating and helping to conduct the Presenter training, scheduling SUBU hour interviews, keeping the studio access up to date and standing in for the Station Manager when they are busy or away.

You will also be expected to attend the weekly Nerve Heads Meeting alongside the Station Manager.

## **Head of Daytime Programming**

This role involves supervising shows on Nerve Radio airing between 9am and 3pm on weekdays, as well as the breakfast shows from 8am. You will assist in organising the schedule for daytime shows, as well as training presenters and supervising their radio shows.

A key part of this role is making sure that the content of the show is appropriate for the time of the day and helping presenters overcome challenges, showing them how they can improve their skills.



## **Head of Evening Programming**

This role involves supervising shows on Nerve Radio airing between 3pm and 10pm on weekdays, training presenters and then supervising them through their radio shows, helping them when necessary.

You will have to assist in making the schedule as well as training presenters and supervising their radio shows. You will be an active point of contact for all evening presenters.

A key part of this role is making sure that the content of the show is appropriate for the time of the day and helping presenters overcome challenges, showing them how they can improve their skills.

## **Head of Music**

This role involves working alongside presenters, asking what music the presenters want to play, and making Nerve more student oriented and reflective of the different music tastes of students on campus.

You will be responsible for updating the genre categories, the A, B and C lists, and presenter request categories. You will also need to complete music surveys every two weeks brought out by Student Music Network; by completing these you also get the chance to interview different bands and artists.

You will also create playlists for events we attend on campus including Freshers' Fair and the Christmas Fair.



## **Head of Station Tech**

This role will be responsible for maintaining, fixing and improving the technology used in Studio A and B and for external events, making sure it is kept to a good standard and is in working order.

You will be responsible for dealing with any tech issues that presenters encounter and find ways to improve Nerve Radio's technical setup - this may include creating a tech guide, helping and delivering presenter tech training and liaising with the Station Manager to replace and update equipment.

You will also work with SUBU and technicians from other Nerve Outlets to book and maintain equipment in SISO and with the IT desk to maintain university equipment. (It is recommended to develop and maintain a good relationship with the SUBU Receptionist for this purpose).

*Note: The person appointed Head of Station Tech is heavily encouraged to recruit a Tech team to support them, as the role can become very busy at times.*

## **Head of Social Media & Branding**

This role means you will be in charge of Nerve Radio's Instagram, TikTok & Twitter accounts. You will be responsible for regularly updating the accounts as well as working alongside the team and the presenters to post & create content for our diverse community.

You will also look at how Nerve Radio is branded and marketed online to differentiate from other stations to stand out and retain a dedicated audience, starting over the summer to spread the word about Nerve Radio to new and returning students.



## Optional Positions

### Head of Podcasts

You will be responsible for selecting which of the proposed shows are supported by Nerve and nourished with the equipment and knowledge at the committee's disposal.

You will oversee, train and help the podcast presenters as you schedule the day-to-day production of top-quality long-form audio content - from sourcing music and sound effects to helping structure interviews and more. You will also be working with the rest of the committee to improve the sound of Nerve Radio, which may include making or sourcing jingles and beds.

You may need to be more hands-on and administrative at times (i.e. timetabling, editing or uploading podcasts to Spotify) but there's plenty of time to be creative too.

You can host the committee's very own podcast, take real ownership of Studio B, grow the brand and expand the catalogue of content.



## Head of Digital Tech & Streaming

This role will be responsible for maintaining, fixing and improving the [nervemedia.org.uk](http://nervemedia.org.uk) website and all of its subdomains (player. // staff. // admin. etc...) as well as overseeing the cyber-security and network systems running between all the different studios, computers, SC04 cupboard and stream computer.

It is essential for the person applying to this role to have at least a basic/intermediate understanding of networking and network systems, programming experience in Javascript, HTML and CSS (with a willingness to learn and develop further).

You will be using services such as Digital Ocean, Cloudflare and GitHub when working on the website. You will be expected to work to fix issues with the website, both back-end and front-end, as they arise to both better listener and presenter experience and keep people and technology safe from attacks.

You may have to work with BU's IT Department on certain issues, such as the login system onto the staff platform and to set up and maintain network points for outside broadcasts around campus.

*Note: The person appointed Head of Digital Tech & Streaming is heavily encouraged to recruit a Tech team to support them as the role can become very busy at times.*

## Head of News & Sport

This role involves leading a news team of presenters to create short, daily bulletins for a student audience. The aim is to make news bigger and better.

Included in this is the opportunity to deliver sports news content for a student audience, but it is not essential to be an expert or enthusiast of sports. A passion and interest in radio news is all that is needed.

You will work with the Station Managers to create content that will be engaging, with bulletins running throughout the day.

## Head of Station Sound

This role involves creating the jingles and music beds for the station, setting the general sound and vibe of Nerve Radio. This will involve working with presenters to help them create the sound and jingles for their shows.

You will be involved in the audio branding of the station, meaning you will work with the Head of Station Branding to redefine the future sound of Nerve Radio.

## Head of Events

This role involves creating regular socials for Nerve Radio and its presenters, working with the team to create the best possible events and engaging with the interests of the presenters.

You will also take a key role in running and organising any events Nerve Radio takes part in for SUBU (e.g. things like the Christmas Fair, Freshers & Re-Freshers, etc) where we provide music, assist performances and do radio sets on the Ground Floor of The Student Centre.



## Mandatory Positions

### Station Manager

The Station Manager will be the main point of contact for the station and represent Nerve TV at meetings and events. You will organise and attend regular meetings with your committee members, Nerve TV members, other Nerve outlets and SUBU to ensure collaborative work is maximised.

You will be responsible for the overall running of Nerve TV and help the team and other committee members achieve the highest standards of content production through creative leadership.

You will oversee what content is relevant to the audience at Bournemouth University. You will need to have interpersonal skill and be resilient, calm under pressure and excellent problem solvers, with the ability to resolve conflict and react positively to change.

You will be the representative for all financial matters, keeping track of Nerve TV's budget and purchases throughout the year.

There will be tough days – so bravery and a sense of unstoppable passion is essential.



## **Deputy Station Manager**

The Deputy Station Manager will assist the Station Manager with administration and finance duties. You will be responsible for overseeing the budget for Nerve TV and be able to run the station in case of the Station Manager being absent.

You must be an excellent communicator and a team player, constantly keeping informed of the station's current status and projects.

You must be a quick-thinker and able to remain calm under pressure. Furthermore, you must have the ability to organise and prioritise decisions, especially during productions.

## **Production Manager**

The Production Manager will supervise all large scale productions, making sure all risk assessments are followed etc and assisting other productions when needed.

Requiring a critical and fast-thinking mind. You should have experience in production and project management, and would ideally be from a media production focused course.

## **Head of Tech**

You will be responsible for looking after cameras and filming and sound kit. Making sure equipment (whether it belongs to Nerve TV or not) is all secure and up to date.

You will be the main point of contact when equipment problems arise and will be responsible for checking kit regularly for any malfunctions etc. You will also run workshops for members have limited knowledge on camera use.



## Optional Positions

### Head of News

You will handle news/factual programmes and productions, with a focus on Nerve TV News. With the light supervision of the Production Manager, you will manage news shows, documentaries etc. Requiring a thoughtful and ethical mind with a passion for research.

### Head of Fiction

You will handle all fictional productions and ideas for Nerve TV. With the light supervision of the Production Manager, you will manage all fictional productions whether it be drama, comedy sketches etc.

### Head of Social Media

You will handle all of Nerve TV's social media accounts and online presence. You must be knowledgeable about relevant social media platforms and know how to promote a group and improve an online brand.

### Head of Events

You will organise social events for both committee and members within a budget set alongside SUBU's Communications Team. You will be responsible for all social event planning/management.



## **Head of Post-Production**

You will be most knowledgeable about editing software and will lead a team of editors when filming has been completed. You will also run editing workshops for new members who may not have done editing before. You will work very closely with other departments and may also work with animators (if relevant to the project) and VFX producers.

## **Head of Sport**

You will handle all sport-based productions and liaise with SportBU and sports teams on behalf of Nerve TV. With the light supervision of the Production Manager, you will manage all sport productions, whether it be regular sports shoots or live sporting events.

# **SUBU**

**Students' Union**  
Bournemouth University

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