

# Grow FM - Trainee audio producer brief



CHISWICK HOUSE  
& GARDENS TRUST

ONE  
HOURSLOW

**SUMMER  
OF  
CULTURE**

JUNE - AUGUST '22

**Role:** Trainee audio producer & host

**Duration:** 12 week placement, between May and August

**Working hours:** Part Time - No more than eight hours per week

**Start Date:** From 16 May 2022

**Salary:** £11.05 per hour, London Living Wage

This summer we are starting a new roaming radio station (Grow FM) broadcasting from Chiswick House & Gardens. We are looking for three ambitious and motivated creative individuals, to take a leading role in setting up the radio station whilst also picking up some valuable skills.

Would you like to develop the following skills?:

- Craft your own ideas for radio show content.
- Edit and produce audio content, using Digital Audio Workstations (DAW), and broadcasting software to high quality standards.
- Create audio/visual assets for social media to promote and tell the stories behind your show ideas.
- Research, write and edit the scripts for your radio show.
- Sharpen your interview and event hosting skills.
- Select and work with radio hosts, DJs, artists and guest speakers to create audio content.

## About Grow FM

A meaningful connection to community is integral to our health and wellbeing and we want to create an opportunity to talk about this. Taking inspiration from our history, and that of the London Borough of Hounslow, Grow FM is a season of activities and events at Chiswick House & Gardens exploring the theme of community and its relationship to our health.

During the Victorian era, Chiswick House & Gardens served as a mental health asylum run by the 'Tukes' family. Their pioneering approach to mental health prioritised care and empathy through treatment methods such as talking therapies.

More recently, in the 1990s, west London became home to many pirate radio stations. As local communities felt their way of life wasn't represented in mainstream media, pirate radio became a tool to connect with like-minded people.

Reflecting these stories, we are inviting young creatives from the London Borough of Hounslow to lead and establish a pop-up community radio station that will create space for us to talk about the community and our health.

The Grow FM radio station will broadcast a series of

shows in response to the theme of 'community as health', over six weeks this summer. The station will air from a mobile booth that will roam the Chiswick House & Gardens site and will include a newly commissioned sound artwork by DJ, presenter and writer Zakia Sewell.

## What will you be doing?

- Researching and pitching ideas, reaching out to potential guests and scheduling interviews.
- Taking part in mentoring sessions with established industry creative practitioners like Zakia Sewell.
- Presenting on the radio station.
- Uploading and archiving shows to Mixcloud and setting up technical aspects of the radio station.
- Meeting and engaging with members of the local community to share your passion for Grow FM.

The three successful trainee audio producers will be given lots of agency and creative licence to grow their own ideas.

You will work closely with and be supported by a dedicated senior producer, and by the end of this process, you will have picked up a variety of technical and creative skills ready to take on new roles and challenges in the creative sector.

### ***Qualities we are looking for:***

- No previous experience is required, but an eagerness to use your own initiative a desire to develop a career in music, radio and/or another creative industry, so make sure you tell us about this in your application.
- Ability to provide timely and professional responses to all team communications.
- A creative mindset and an aptitude for storytelling.
- Well organized with good attention to detail.
- Good oral and written communication skills and confidence in engaging with members of the public.
- Self-starting, resourceful, entrepreneurial and endlessly curious.

- An interest in at least one of the following: mental health, community, sound and technology, storytelling.
- Keen to contribute to conversations and ideas.

### ***How to apply:***

If this sounds like you we encourage you to apply.  
Deadline for applications: **25 April 2022, 5pm** with:

1. A two-minute intro video or audio telling us why you are interested in the role and what makes you a good fit. (Alternatively, you might decide to write 350 words instead). Why is this role is right for you? What would you like to get out of it? What do you think you can bring? And why does community matter to you? These recordings can be made on a phone or mobile device.
2. Your CV + any additional / relevant links

Send both by email to **info@chgt.org.uk** with the subject line: Trainee audio producer. If you require any support or would like to discuss submitting your application in a different format, please contact us at [info@chgt.org.uk](mailto:info@chgt.org.uk)

### ***Key dates to be aware of:***

- Interviews will take place on 5 May at Chiswick House & Gardens
- You will receive seven days of training that will take place every Monday from 15 May.
- We will be hosting a Grow FM launch event on 14 July.

This opportunity is ideal for someone who works as a freelancer, or someone who is studying or working part-time, as it is not a full-time position.

### ***Criteria:***

- The placement is for people at the start of their career/with little or no professional experience.
- Live, study or work in Hounslow Borough
- Availability to attend all key dates. If some of the dates pose an issue for you, please contact us before you apply to discuss to see what arrangements can be made.
- Not currently in full time work or employment.

Feel free to contact [info@chgt.org.uk](mailto:info@chgt.org.uk) if you have any questions or would like to discuss your application?

## ***About Chiswick House and Gardens***

Chiswick House is an early 18th century villa which helped to set the trend for the neo-Classicism that defined Georgian architecture. The Gardens are considered one of the birthplaces of the English Landscape Movement, one of the UK's greatest contributions to European art and culture and contain a number of garden buildings and statues. Both House and Gardens are the work of Richard Boyle, the 3rd Earl of Burlington and the architect and designer who was his friend, William Kent, and are considered a complete work of art. The House and Gardens are of international and national heritage significance and are a source of great pride to our local community.

## ***We also care for and manage:***

A Grade I listed Conservatory designed by the architect Samuel Ware in 1813, substantially remodelled c.1930, housing the largest collection of heritage camellias under glass in the world

A Walled Garden dating back to 1682, which was converted into a Kitchen Garden by a group of local volunteers in 2005, now an essential community outreach resource.

We are a hub for the local community, with 1,000,000 visits made to the Gardens each year, as well as thousands of visitors to the House. We are a popular destination for dog walkers, families, individuals and groups who arrive at Chiswick daily in pursuit of nature and culture. In a normal year, we host weddings, film and photography shoots, outdoor theatre and cinema, music and food festivals, family events and sporting activities which bring the community together.

We are looking for people who reflect the diversity of the country today to help us shape and change our approach and make it more relevant to the diversity of the people in our local communities. Disabled people, those that identify as being from Black, Asian and minority ethnic backgrounds and people under 30 are under-represented in our staff and volunteer team so we particularly encourage applications from people in these groups.

Not sure you meet 100% of our qualifications? If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse work experiences and backgrounds. Whether you're new to arts and culture administration, returning to work after a

gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.