Mzansi FM

Production policy

Good quality production is critical to the output of the radio station; it speaks directly to how the listener relates to the station and how the station positions itself to the listener. It is therefore important that the production division is relevant as possible to the Mzansi FM mandate as a community broadcaster and that it is well run in ensuring all deliverables are met.

Below are points that govern the production division:

1. The production division is under the programming department, albeit run by the technical producer.
2. The technical producer is accountable to the head of programming.
3. Provide a monthly report to the head of programming on the status of the division.
4. Through the technical producer, the production division shall do the following:
5. Record and place jingles and promos for all programmes.
6. Ensure that programme promos are updated monthly; this is to keep promos fresh and relevant. (Should the possibility arise to update promos weekly this shall be amended)
7. Continuously engage with all presenters/producers on production needed for different programmes.
8. Record, edit and place messages or any other production that is needed for monthly themes or campaigns i.e. youth month, heritage month, back to school campaign, etc.
9. Record, edit and load adverts when asked to without any payment required.
10. Edit and load adverts submitted by the marketing and sales department timeously.
11. Ensure that adverts loaded on the system do not exceed the 30-second time limit.
12. Delete all production/adverts that are no longer needed on the system or are outdated.
13. Must not load any production/advert that is not of good quality and that does not meet our set standards.
14. The technical producer will in essence record, edit and place any production required for programming.
15. The technical producer shall be available at work from 09h00 until 17h00 weekdays, unless otherwise required to work at different hours and days.
16. The technical producer is to consult with the head of programming on all production that is to be placed on air.
17. The technical producer is to work with a team of 2 to 3 people so as to have different opinions on work done and to manage the workload.

Offences

1. It will be an offence for work to be carried as mandated