

## **Job Posting**

# **Intern Producer**

**CFUV 101.9 FM**

University of Victoria Student Radio Society

### **Job Description:**

CFUV 101.9 FM, Victoria's campus/community radio station, is looking for an Intern Producer to lead our Programming Legacy Project. This initiative involves creating a radio and podcast series that showcases the diversity and knowledge of our station's volunteers.

The Intern Producer will be responsible for the production of a weekly, live music magazine radio program which will include two main segments:

The first segment includes coordinating interviews with experienced station programmers about their history with the station and their musical expertise. The Producer will develop these interview segments as well as train and coordinate other volunteers in conducting the interviews.

The second regular segment involves assisting new volunteers in producing short, researched music segments that focus on a particular theme or interest. These segments will be conducted live on-air during the program, with assistance from the Producer.

The Producer will gain experience in radio broadcasting, production, interviewing, podcasting, training, and volunteer coordination. The Producer will help develop mentorship opportunities by connecting new volunteers with experienced volunteers within the station. Through this work, the Producer will also be able to assist CFUV in evaluating its volunteer and training process.

The Producer will be a part of an important project to create a lasting legacy of CFUV's programming and will help strengthen the already strong community within the radio station.

### **Qualifications:**

1. Excellent interpersonal and communication skills
2. Able to work independently and meet deadlines
3. Experience working with and directing volunteers
4. Strong computer skills and able to learn new software
5. Previous radio experience not required, but an asset
6. Understanding of journalistic standards and ethics an asset
7. Willing to work flexible hours and some weekends
8. Per grant requirements, must be between 16 and 30 years of age

**Principal Duties:**

The Producer Intern reports directly to the Program Director and will also be supervised by the Station Manager. The Producer Intern will work as part of a team, but will also be expected to work independently.

Specific areas of responsibility include:

1. Produce a weekly music magazine radio program which will feature DJ Profiles and Taste of Radio segments
2. Develop and maintain DJ Profiles as a podcast by editing, uploading and promoting content through CFUV
3. Assist with the training and coordination of prospective CFUV community affairs volunteers as part of producing DJ Profile segments
4. Assist with the training and coordination of prospective CFUV music programmers in producing segments for the weekly music magazine radio program
5. Connect volunteers to facilitate knowledge sharing and mentorship opportunities
6. Provide an end-of-term volunteer training evaluation report to CFUV
7. Other duties as required

**Terms of Employment:**

Part-time, twenty hours a week, \$16 an hour. May be required for some weekend and evening work.

**Applicants must be between 16 and 30 years of age.**

The position runs from **May 1<sup>st</sup>, 2016 to October 10<sup>th</sup>, 2016.**

A criminal record review is required immediately upon hiring, at the employee's expense, but upon a successful review the employee will be compensated for the criminal record review fee.

**Send resume and cover letter:** *Attention: Personnel Committee; email [director@uvic.ca](mailto:director@uvic.ca).* Please, no phone calls or fax submissions.

**Deadline: April 22, 2016.**

**This position is grant-funded via the Youth on Air! program thanks to the Community Radio Fund of Canada (CRFC). CFUV is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted.**