

Job Posting

Radio Production Coordinator

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 a Radio Production Coordinator to assist with the day-to-day operations of an FM radio station. This is a full-time summer position funded through Canada Summer Jobs and applicants must meet the program's requirements for eligibility.

The Radio Production Coordinator will be responsible for the production of on-air audio announcements, which requires copywriting, audio recording and creative audio design. They will liaise with local community groups, non-profits, festivals and advertisers to ensure the work meets their needs and fits CFUV's production requirements. They will also coordinate with community groups and non-profits to write Public Service Announcements that support these groups and inform the community about upcoming events and causes that need support.

The Radio Production Coordinator will also assist in training station volunteers in areas of audio production and audio recording. They will be responsible for coordinating the podcasting of CFUV radio programming, scheduling and broadcasting the station's syndicated radio programs, and any remote broadcasts that occur during their work term.

The Radio Production Coordinator will also sort and process CFUV's music submissions, curate our digital music library, and assist with the audio and video recording and broadcast of our weekly live performance program Basement Closet Sessions.

Qualifications:

1. Excellent interpersonal and communication skills
2. Strong writing skills
3. Able to work independently and meet deadlines
4. Experience working with and directing volunteers
5. Previous radio and audio production experience an asset
6. Strong computer skills and able to learn new software
7. Must be able to work flexible hours and some weekends
8. Previous experience working in radio an asset, but not required
9. Must meet eligibility requirements for Canada Summer Jobs

Principal Duties:

The Radio Production Coordinator reports directly to the Program Director and will also be supervised by the Station Manager and Music Director. The Community Development Coordinator will work as part of a team, but will also be expected to work independently.

Specific areas of responsibility include:

1. Production, scheduling and tracking of on-air audio announcements
2. Writing of Public Service Announcements
3. Training volunteers in audio production and recording
4. Editing and uploading of CFUV podcasts
5. Coordinating remote broadcasts
6. Music library curation and management
7. Assist with live, on-air, music performances
8. Assist with video recording and editing of live performances

Terms of Employment:

Pending funding confirmation, this position runs from **May 9th, 2016 to August 26th, 2016**.

Thirty hours a week, \$14.75 an hour, for 16 weeks. Will be required for some weekend and evening work.

As per Canada Summer Job grant requirements, an eligible applicant:

- is between **15 and 30 years of age (inclusive)**;
- was registered as a full-time student during the preceding academic year;
- intends to return to school on a full-time basis during the next academic year;
- is a student in a secondary, post-secondary, vocational or technical program, university;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigrant and Refugee Protection Act* and;
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

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*. Include Job Title in subject line of email. Please, no phone calls or fax submissions.

Deadline: April 29, 2016.

CFUV is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted.