CFUV 101.9 FM is Victoria’s non-profit, volunteer-driven campus/community radio station located in the Student Union Building at the University of Victoria.

Job Description:

The Production Coordinator leads a team of volunteers to produce all advertising and broadcast announcements for CFUV and is supervised by the Program Director as directed by the Station Manager.

The Production Coordinator role supports CFUV’s Programming and Spoken Word Departments, as well as grant and fundraising initiatives.

The position requires a time commitment of at least 18 hours per week.

Principal Responsibilities:

- Produce, oversee and schedule all pre-recorded broadcast announcements.
- Manage long and short term projects and announcements for the Production Department.
- Train, mentor, assign and supervise volunteers in audio editing, voicing and script-writing.
- Ensure compliance with CFUV’s Advertising Policy and broadcast regulations.
- Lead the Audio Production Volunteer Department to produce 60 one minute long Story Minutes from past and present podcast episodes.
- Edit a nationally syndicated radio program and distribute on a strict timeline.
- Assign and produce thematic broadcast announcements for CFUV’s 2019 Funding Drive campaign.
- Assist the Station Manager with negotiating advertising and sponsorship agreements.
- Other duties as assigned by the Program Director.

Qualifications:

The successful candidate will be someone who is/has:

- A self starter attitude
- Passionate about promoting campus and community radio
- Willingness to network and or cold call in the community
- Can multi-task, problem solve, and think critically
- Capacity to adhere to strict deadlines, with adept organization and time management skills
- Excellent communication and stress management skills
- Strong creative and technical writing skills
- Computer savvy; working knowledge of Adobe Audition and/or other audio production software is an asset
- Live sound engineering experience/knowledge is an asset
- Previous experience volunteering at CFUV is an asset
- Preference will be given to a UVic student

While broadcast experience and sound engineering is an asset, it is not required. The successful candidate will undergo any necessary training to prepare them for the position.

**Terms of Employment:**

18-22 hours per week, with flexibility.

Compensation: $15.00 per hour

Positions available: 1

Approximate start date: Monday, August 13, 2018

This position will require supervising volunteers who are underage or volunteers with disabilities. Therefore, the successful candidate will be required to pass a Criminal Record and Vulnerable Sectors check. Reimbursement will be provided.

**Please send a resume AND a cover letter to:**

*Melinda Richka*

*Station Manager*

*manager@cfuv.ca*

**Deadline: Sunday, July 29 @ midnight**

CFUV, in accordance with its Statement of Principles, is an equal opportunity employer. CFUV encourages applications from underrepresented communities. Everyone is thanked for applying; however, only those selected for an interview will be contacted.