

CFUV Volunteer Job Description

JOB TITLE: Audio Production Assistant

CONTACT: Production Assistant

POSITION SUMMARY:

The Audio Production Assistant is a volunteer position responsible for the production of high quality Announcements for broadcast on CFUV. This position will report directly to the Production Coordinator.

JOB DESCRIPTION:

- Write and Produce 30-second announcements for broadcast
- Write and Produce CFUV Station IDs, Funding Drive Announcements, & Story Minutes
- Edit programs for rebroadcast
- Other production duties and required

QUALIFICATIONS:

- Excellent computer skills and knowledge of Microsoft Office applications
- Strong organizational skills and attention to detail
- Ability to manage diverse workload and competing priorities to deadlines
- Willingness to learn how to use Adobe Audition and production skills
- Ability to work effectively with the public in a friendly and patient manner

TRAINING:

Must become a CFUV Radio Club member and complete a mandatory number of preliminary volunteer hours. Training provided in Adobe Audition and audio production.

JOB LOCATION ON-CAMPUS: CFUV 101.9 FM, Student Union Building, RMB006.

TIME COMMITMENT:

- 2 hours regular commitment per week, with flexibility for holidays and time away

BENEFITS:

- Opportunity to connect with members of the CFUV Radio Club and volunteers with a variety of interests, belief systems, values and backgrounds
- Work experience in a team environment
- Increased knowledge of Adobe Audition and audio production
- Opportunity to work creatively and independently
- CFUV has an active social component for its volunteers including recognition events, holiday gatherings, events and contests

HOW TO APPLY:

Please submit resume to the Production Assistant, SUB Rm. B006, Mailslot A3, University of Victoria V8W 3P3, or by email: production@cfuv.ca. Everyone is thanked for applying; however, only those selected for an interview will be contacted.