



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1
tel: 604.822.1242 | fax: 604.822.9364 | email: info@citr.ca | www.citr.ca

Summer Job Posting: Promotions Coordinator

JOB DESCRIPTION

The promotions coordinator will be responsible for coordinating the CiTR's promotional and marketing activities during the summer period and in preparation for the fall.

TASKS AND RESPONSIBILITIES

- ❖ Develop and implement summer partnerships with community events and local festivals
- ❖ Coordinate CiTR's presence at summer festivals, organize necessary volunteers and assist with live broadcasts
- ❖ Recruit local businesses for the Friends of CiTR discount card, renew businesses from the past year
- ❖ Renew sponsors for Shindig, CiTR's annual battle of the bands competition
- ❖ Develop a fall promotional campaign to recruit new members targeting UBC students
- ❖ Plan publicity events for the fall membership recruitment drive including Clubs Days, Firstweek, CiTR Open House, etc.
- ❖ Assist with the planning of the Fundrive Campaign
- ❖ Assist department heads in updating station pamphlets for the Discorder, News, Sports, Arts, Programming departments, as well as pamphlets for new members and general information
- ❖ Promote the free public service announcements program to various clubs, campus organizations and community groups to help them promote their events
- ❖ Assist with marketing the advertising program to local businesses
- ❖ Assist with administrative tasks such as mail-outs for station and Discorder

JOB REQUIREMENTS

The ideal candidate will be motivated, creative and outgoing. S/he will have a good understanding of marketing and promotions, some experience in project management and volunteer coordination. The ideal candidate should have basic computer skills, and an interest in broadcasting.

General Requirements & Information

This job is for 15 weeks, 25-35 hours/week, with a wage of \$13.50/hour and a start date of May 7th, 2012. The terms of this position depend on the funding approved by Canada Summer Jobs.

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups. To be eligible for this position, the candidate must be a full-time student returning to full-time studies in September, between 15 and 30 years of age, and a Canadian citizen, permanent resident or protected refugee.

To apply, send a resume and cover letter to Brenda, CiTR Station Manager, at stationmanager@citr.ca.

Deadline for applications is Thursday, April 26.



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1
tel: 604.822.1242 | fax: 604.822.9364 | email: info@cittr.ca | www.citr.ca

Summer Job Posting: Technical Assistant

JOB DESCRIPTION

The Technical Assistant will work with station staff to maintain and improve CiTR's computer, web, server and software systems. The Technical Assistant will support the technical needs of CiTR programmers, assist with the maintenance of CiTR's computer networks and systems, assist the Engineer with daily and weekly maintenance of facilities and equipment, maintain and update CiTR's website, podcasts and live streaming, troubleshoot all technical problems at the station, analyze website traffic statistics, brainstorm new media applications for CiTR and Discorder Magazine and assist with specialty projects as required.

JOB REQUIREMENTS

The ideal candidate will be motivated and efficient, with great problem solving skills. S/he will have skills and experience in computer science, computer programming and web design, with an interest in broadcasting, sound equipment and new media.

WORK STUDY / WORK LEARN ELIGIBILITY

This job is funded by UBC's Work Study and Work Learn programs.

Work Study is for domestic undergraduate and graduate students (Canadian citizens and permanent residents). To be eligible, undergraduate students must be enrolled in at least 6 credits at any time during the Summer Session. Graduate students must be paying full-time fees.

Work Learn is for international undergraduate students. To be eligible, students must be full-time, degree-seeking students, and either registered full-time in both Term 1 and Term 2 of the previous academic year, or registered in full-time studies during the summer session. Students can contact their academic advisors to find out what's considered full-time registration in their faculty. Students must not have applied for May graduation and must be eligible for summer courses. International graduate students are not eligible for Work Learn funding.

HOURS: This position is for 15-20 hours per week, for a total of 300 hours.

WAGE: \$15.48/hour

START DATE: May 1, 2012

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups.

To apply, send a resume and cover letter to Brenda, CiTR Station Manager, at stationmanager@cittr.ca.

Deadline for applications is Thursday, April 26, 2012.



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1
tel: 604.822.1242 | fax: 604.822.9364 | email: info@citr.ca | www.citr.ca

Summer Job Posting: Production Assistant

JOB DESCRIPTION

The Production Assistant is responsible for coordinating the production of ads, public service announcements and on-air promos for broadcasting, and training volunteers to use our sound editing software. The PA will also assist the Engineer with maintaining the station's technical and broadcast facilities: general cleaning, trouble shooting, maintenance and reporting of damaged equipment to the engineer. The candidate must have an interest in radio production and broadcast equipment. Training will be provided.

WORK STUDY / WORK LEARN ELIGIBILITY

This job is funded by UBC's Work Study and Work Learn programs.

Work Study is for domestic undergraduate and graduate students (Canadian citizens and permanent residents). To be eligible, undergraduate students must be enrolled in at least 6 credits at any time during the Summer Session. Graduate students must be paying full-time fees.

Work Learn is for international undergraduate students. To be eligible, students must be full-time, degree-seeking students, and either registered full-time in both Term 1 and Term 2 of the previous academic year, or registered in full-time studies during the summer session. Students can contact their academic advisors to find out what's considered full-time registration in their faculty. Students must not have applied for May graduation and must be eligible for summer courses. International graduate students are not eligible for Work Learn funding.

HOURS: This position is for 10 hours per week, for a total of 200 hours.

WAGE: \$15.48/hour

START DATE: May 1, 2012

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups.

To apply, send a resume and cover letter to Brenda, CiTR Station Manager, at stationmanager@citr.ca.

Deadline for applications is Thursday, April 26, 2012.