



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1
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CiTR Job Posting - Training Coordinator

Deadline: Thursday, December 15, 2012

CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, beginning as a student club in 1937, and gaining not-for-profit status and a place on the FM dial in 1982. Run by the Student Radio Society of UBC, CiTR offers students and community members broadcast training and access to the airwaves. CiTR is currently revamping its on-air software, tracking systems and launching a digital library. These new systems will impact every program at CiTR, and will require re-training every CiTR programmer and revamping our current training program.

CiTR is hiring a Training Coordinator for a five-month position funded by the Community Radio Fund of Canada. This position will be responsible for learning the new systems and developing a training program that suits the needs of CiTR programmers. The Training Coordinator will also develop training, resources and policy to build spoken word skills among our volunteer base.

The Training Coordinator is responsible for:

- Training CiTR's 100+ programmers to use new on-air software, a new logging/tracking system and our new digital library. This will include developing training materials, hosting information sessions, training small groups on the new systems, and providing one-on-one support for programmers.
- Supporting CiTR's spoken word programming by developing spoken word training, skills and resources at the station. This will include:
 - Developing and implementing a weekly training session to build spoken word skills. This will include technical training (digital recorders, editing), interview skills, approaches to programming, etc.
 - Coordinating and producing a weekly on-air program to build spoken word skills among new volunteers. This will involve preparing content, assigning interviews, supporting and teaching volunteers.
 - Compiling spoken resources for CiTR programmers.
 - Writing policies specific to spoken word, on topics such as watershed hours, libel/slander, telephone use, self-promotion, etc.
 - Working with the Program Manager and Volunteer Coordinator to live broadcast/record spoken word events and plan workshops on spoken word topics.

Qualifications:

The ideal candidate will have experience and/or interest in broadcasting & sound equipment, programming & journalism, education & training, and working with volunteers. S/he will be flexible, motivated, detail-oriented

approachable and have excellent oral and written communication skills. Proven ability to work with diverse communities is an asset.

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

Start Date: Monday, January 7, 2012

End Date: May 30, 2012

Hours: 14 hours/week for 20 weeks, some evenings and weekends required, length of contract and weekly hours may be flexible.

Wage: \$15/hour

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

Deadline for applications is Thursday, December 15th, 2012 at midnight.