



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](mailto:info@citr.ca) | [www.citr.ca](http://www.citr.ca)

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## **CiTR is seeking an Editor-in-Chief for Discorder Magazine**

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 offers alternative coverage of every genre and perspective, with a mandate to support niche programming and Canadian and local artists. Since 1983, CiTR has also published Discorder Magazine, providing Vancouver's best monthly coverage of the local music and arts scene. Discorder is distributed for free throughout Vancouver, with a circulation of 8,000 copies.

### **POSITION DESCRIPTION:**

The Editor-in-Chief is the leader of a large team of staff and volunteers that produce the magazine each month. The Editor works closely with CiTR's Station Manager, the publisher of the magazine, to guide all aspects of operations and ensure that Discorder is fulfilling its mandate to support local art, music and culture and be 'that CiTR magazine'. The Editor reports to the CiTR Station Manager (the Publisher of Discorder), and works with other staff to create a positive, volunteer-friendly atmosphere, integrate new volunteers, and involve students and volunteers in decision making.

The editor is responsible for:

- Leading and managing a team of editors, writers and volunteers to produce the magazine
- Developing an editorial vision for the publication and managing all written content in print and online formats. This includes conceiving story ideas, assigning them to writers and accepting pitches from contributors.
- Involving CiTR members in the writing, conception and production of the magazine
- Collecting, organizing, editing and proofing all text copy submitted by contributors
- Working closely with Discorder staff and CiTR staff to organize the production of every issue
- Supporting the development of Discorder writers, and holding monthly contributor meetings at CiTR
- Building and maintaining relationships with record labels, publishers, and other industry contacts
- Strategizing the development and future of the magazine, in print and online
- Organizing fundraisers and monthly launch parties
- Maintaining communication between Discorder and CiTR staff, and combining efforts in the areas of programming, reporting, promotions, volunteer management and recruitment, and strategic planning
- Launching an online subscription for Discorder Magazine
- Writing and copy editing communication materials for CiTR and Discorder, including press releases, web copy, newsletters, social media posts and promotional materials
- Assisting with the launch and transition to the newly integrated CiTR & Discorder website

### **QUALIFICATIONS:**

As the editor and curator of a music and arts magazine, applicants require strong knowledge of current independent and local music, art and culture. Applicants must be excellent writers with a good grasp of language and copy editing. Experience in alternative/independent media is preferred but not required. Knowledge of desktop publishing is an asset. Other assets include leadership and creative vision, organizational skills and the ability to multi-task, volunteer and staff management, excellent communication and interpersonal skills, strong initiative, and ability to work under pressure.



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### **ELIGIBILITY:**

This position is funded through the YMCA Digital Skills Youth Internship Program, and to be eligible for this position, the candidate must be:

- Between 15 and 30 years of age (inclusive)
- A post-secondary graduate and can provide proof of college or university (2 years minimum)
- Unemployed or underemployed at the time of placement
- Able to commit to a full time internship
- A Canadian citizen, permanent resident or person who has been granted refugee status in Canada and is legally entitled to work according to the relevant provincial/territorial legislation and regulations
- NOT in receipt of employment insurance (EI) benefits (at time of hire); or has NOT received employment insurance (EI) benefits in the last 24 months (2 years).
- In need of assistance in order to overcome employment barriers

### **TERMS OF EMPLOYMENT**

The Discorder Editor-In-Chief will be paid \$16/hour for 35 hours per week, with a tentative start date of Friday, August 28<sup>th</sup>, and end date of Thursday, December 17<sup>th</sup>.

To apply, send a resume, cover letter and writing samples to Brenda Grunau, CiTR Station Manager, at [stationmanager@citr.ca](mailto:stationmanager@citr.ca).

Deadline: Monday, August 24<sup>th</sup>, or when a suitable applicant is found. First round interviews will be scheduled for Wednesday, August 26<sup>th</sup>.