

### **CiTR is seeking a Volunteer Web Content Coordinator 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. Since 1983, CiTR has also published Discorder Magazine, providing Vancouver's best monthly coverage of the local music and arts scene. Discorder is published 10 times a year and distributed for free throughout Vancouver and online at [Discorder.ca](http://Discorder.ca)

#### **Volunteer Position Description:**

As the Web Content Manager for Discorder, your position involves uploading and formatting the content on our WordPress website. You will coordinate with Discorder's Editor, Art Director and CiTR's Advertising Coordinator to upload each new issues content to the Discorder website. The Discorder Web Editor helps ensure that we serve independent artists in the Lower Mainland by uploading web content in a timely and effective manner.

#### **Qualifications:**

- Basic knowledge of WordPress; an ability to learn is essential.
- Knowledge of or ability to learn basic HTML tags to format issue content for web.
- Knowledge of or ability to learn photo editing software (Google Picasa, Apple iPhoto).
- Knowledge of or ability to learn File Transfer Protocol (FTP) software.
- Ability to proofread content before posting.
- Organizational skills and ability to coordinate necessary tasks.
- Good communication and interpersonal skills.
- A passion for independent and community focused media, art and culture.

#### **Responsibilities:**

- Posting HTML-formatted articles to the four sections of the Discorder website.
- Uploading a PDF version of the magazine to our ISSUU account each month.
- Updating the non-writing web pages (Masthead, PDF Issue, etc.)
- Uploading content such as advertisements and issue covers to the Discorder server via FTP
- Reporting all website issues to CiTR's technical staff.
- Attending monthly contributor and proofreading meetings at CiTR.

#### **Commitment**

- This position requires approximately 20 hours a month for a minimum of 4-6 months. The majority of the hours will be spent at the beginning of the month and correspond with the magazines release. The rest of the hours are spent uploading content and changing web advertisements throughout the month.

#### **Accountability**

- The Discorder Web Editor will work directly with Discorder's Editor-in-Chief, Art Director and CiTR's Advertising coordinator.

#### **Perks/ Training Opportunities**

- Gain experience in an arts and culture non-profit
- Gain experience with website content management
- Opportunity to learn copy editing and formatting in an online environment
- Gain in depth knowledge of the magazine publishing industry
- The opportunity to attend CiTR's training programs and workshop series

**If you're interested, please email a resumé and statement of interest to Hugo Noriega at [volunteer@citr.ca](mailto:volunteer@citr.ca) by Friday February 19th, with the position starting Sunday February 28th**