



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1
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CiTR is hiring a Community Broadcast Coordinator

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. The Community Broadcast Coordinator will be responsible for supporting special programming and live broadcasts throughout the summer, producing public service announcements and ads for our community partners, and providing training and support for radio producers.

TASKS AND RESPONSIBILITIES

- ❖ Work with our Program Manager to plan, coordinate and promote live broadcasts on campus, at local festivals and community events
- ❖ Produce public service announcements & advertisements for local community events, festivals, not-for-profits and UBC events, including public service and safety announcements
- ❖ Work with CiTR's Program Manager to organize and develop content for special programming initiatives (such as Asian history month, Black History Month, International Women's Day, etc.). This includes working with volunteers to conduct interviews and develop pre-recorded segments, collaborating with external partners, and promoting special programming online.
- ❖ Assist CiTR staff with the planning and execution of a week long CiTR Radio summer camp for youth ages 9-12.
- ❖ Assist CiTR staff with training and programming for on-campus and community partnerships. For example, facilitating the creation of a podcast with Native Youth Program participants at the Museum of Anthropology, the training of Creative Writing students to edit audio, etc.
- ❖ Assist the Program Manager with training of CiTR programmers and updating training manuals, supporting a diverse volunteer base of cultural backgrounds, ages and abilities

JOB REQUIREMENTS

The ideal candidate will be motivated, creative and efficient, with great problem solving skills. S/he will have skills, experience or interest in broadcasting, journalism, sound editing, creative writing, advertising, community engagement, training and/or working with youth. Proven ability to work with diverse communities is an asset.

TERMS OF EMPLOYMENT

This job is for 17 weeks, 35 hours/week, with a wage of \$14/hour plus vacation pay. The position will start May 30 and end September 30, with flexibility for vacation and for those returning to studies in September.

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 16 - 30 years of age, and legally allowed to work in Canada.

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

Deadline for applications is Monday, April 25, 2015.