

# **2017/2018 CiTR Student Executive Job Descriptions**

## ***JOB TITLE: CiTR President***

### **OBJECTIVES OF JOB:**

1. Provide leadership in the operations of CiTR-FM.
2. Ensure the strategic plan is created and carried out.
3. Organize the activities of the Student Executive.
4. Work closely with the Station Manager on all station related business.

### **JOB ACTIVITIES:**

1. Represent the station at AMS/UBC functions (First Week, etc).
2. Assist the Promotions Director with September Recruitment events including but not limited to, Clubs Days, and First week.
3. Initiate projects to increase the profile and morale of the station.
4. Ensure the president is fulfilling duties.
5. Work with the Promotions Coordinator to organize at least one on campus event per semester.
6. Have other such duties as the President or the Executive may assign from time to time.
7. Attend regular executive meetings and give reports on particular projects.
8. Introduce new members to the station by giving General Orientation tours.
9. Appoint, with the Vice President and Business Manager and subject to the approval of the voting (UBC student) membership, all other members of the Executive; excluding the Program Director.
10. Provide support to Student Executive members.
11. Check in with Student Executive members every two months to track progress, identify areas of support or adjustment, etc.

### **PERFORMANCE REQUIREMENTS:**

1. Voting member of CiTR.
2. Good organizational skills.
3. Good communication skills.
4. Self-motivated and able to motivate others.
5. Knowledge of CiTR/AMS operations and structure.
6. Orientation and training of successor to ease transition of position.

### **PARAMETERS OF JOB:**

1. Elected by the voting membership of CiTR for a 12 month term; April 1 to March 31.
2. Keep regular, posted office hours.
3. Estimated time commitment: 15 hours per week.

### **LINES OF ACCOUNTABILITY:**

As an elected member, the President is directly responsible to the voting membership of CiTR

## ***JOB TITLE: Vice President***

### OBJECTIVES OF JOB:

1. To assist the President in the day-to-day operations of the station
2. To provide leadership with extra-ordinary projects.
3. To provide support to Student Executive members.

### JOB ACTIVITIES:

12. In the absence or disability of the president, assume the duties and responsibilities of the President.
13. Represent the station at AMS/UBC functions (First Week, etc).
14. Assist the Promotions Director with September Recruitment events including but not limited to, Clubs Days, and First week.
15. Initiate projects to increase the profile and morale of the station.
16. Ensure the president is fulfilling duties.
17. Work with the Promotions Coordinator to organize at least one on campus event per semester.
18. Have other such duties as the President or the Executive may assign from time to time.
19. Attend regular executive meetings and give reports on particular projects.
20. Introduce new members to the station by giving General Orientation tours.
21. Appoint, with the President and Business Manager and subject to the approval of the voting (UBC student) membership, all other members of the Executive; excluding the Program Director.
22. Provide support to Student Executive members.
23. Check in with Student Executive members every two months to track progress, identify areas of support or adjustment, etc.

### PERFORMANCE REQUIREMENTS:

1. Voting member of CiTR.
2. Good organizational skills.
3. Good communication skills.
4. Self-motivated and able to motivate others.
5. Knowledge of CiTR/AMS operations and structure.
6. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

1. Elected by the voting members of CiTR for a 12 month term; April 1 to March 31.
2. Keep regular, posted office hours.
3. Estimated time commitment: 10 hours per week.

### LINES OF ACCOUNTABILITY:

As elected member, the Vice President is directly responsible to the voting membership of CiTR.

## ***JOB TITLE: Business Manager***

### OBJECTIVES OF JOB:

1. Work with the Station Manager to oversee money-generating aspects of station: i.e. Membership, Mobile Sound, Discorder, and concert presentations.
2. Report to the Executive on money generating aspects of the station: i.e. CiTR Mobile Sound, Concert Presentations, and Discorder Magazine.

### JOB ACTIVITIES:

1. Pursue all avenues relating to the raising of funds for CiTR.
2. Assist with ongoing budgetary decision-making.
3. Work with other executive to develop departmental and event budgets.
4. Update the executive on the status of the budget.
5. Apply for all liquor licenses required for CiTR events.
6. Handle cash for CiTR events.
7. Work with the Discorder Ad Rep to increase Discorder advertising sales.
8. Assist with the organization of CiTR's annual Battle of the Bands Competition, Shindig.
9. Assist the Advertising Coordinator with obtaining donations and coordinating logistics of CiTR's Fundrive Finale Silent Auction
10. Attend regular executive meetings and give departmental reports.
11. Introduce new members to the station by giving General Orientation tours.
12. Appoint, with the President and Vice President and subject to the approval of the voting (UBC student) membership, all other members of the Executive.

### PERFORMANCE REQUIREMENTS:

1. Voting member of CiTR.
2. Honest and responsible.
3. Computer, typing and phone skills.
4. Self-motivated and able to motivate others.
5. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

1. Elected by the voting members of CiTR for a 12 month term; April 1- March 31.
2. Keep regular, posted office hours.
3. Estimated time commitment: 10 hours per week.

### LINES OF ACCOUNTABILITY:

1. As an elected member of the Executive, the Business Manager is directly responsible to the membership of CiTR.

## **JOB TITLE: Music Director**

### OBJECTIVES OF JOB:

1. Work alongside the Music Department Manager to ensure that the station has a constant supply of new material being added to the playlist and archived in the library.
2. Ensure an emphasis on local, independent and seldom heard artists.
3. Facilitate communication between programmers and music department volunteers
4. Assist the Music Department Manager and Digital Library Coordinator with the conversion of physical media into the digital library database (with IT staff and volunteers).
5. Engage volunteers in music department duties

### JOB ACTIVITIES:

1. Prioritize relevant new music releases for the station
2. Solicit new and emerging labels and artists for materials
3. Maintain correspondence and good relations with record labels and promoters through phone and e-mail
4. Compile and publish a weekly chart for distribution throughout the music industry
5. Maintain and update current playlist and library with the assistance of staff and volunteers
6. Review new music for playlist adds
7. Assist with the organization of CiTR's annual Battle of the Bands Competition, Shindig
8. Plan and engage in music committee activities (eg. listening parties)
9. Arrange interviews with musicians for airplay
10. Attend student executive meetings and give department report
11. Oversee maintenance of computer library database
12. Compile monthly charts for Discorder
13. Assist with the promotion and production of CiTR concerts(eg. Fundrive Finale)
14. Encourage and assist with live broadcasting and other music related content.

### PERFORMANCE REQUIREMENTS:

1. Voting member of CiTR
2. Familiarity with and enthusiasm for ALL types of music
3. Excellent organizational skills
4. Excellent phone and personal communication skills
5. Self-motivated and able to motivate others
6. Orientation and training of successor to ease transition of position
7. Familiarity with computers
8. Assertiveness

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31.
2. Keep regular, posted office hours (3-5 days/week).
3. Estimated time commitment: 10-20 hours per week.

### LINES OF ACCOUNTABILITY:

1. Appointed as a voting member of the Executive by the elected members.
2. Responsible to the Executive and the voting membership of CiTR.

## ***JOB TITLE: Promotions Director***

### OBJECTIVES OF JOB:

1. Work alongside the Station Manager, Student Executive, Sponsorship Coordinator, Volunteer Manager and Volunteers to increase the listenership and awareness of CiTR through promotional campaigns both on campus and in the community.

### JOB ACTIVITIES:

1. Host bi-weekly meetings for CiTR's Street team. Lead the street team in promoting CiTR on and off campus through a variety of guerilla marketing activities
2. Aid in the coordination of promotional campaigns alongside CiTR Student Executive and Staff
3. Aid the Station Manager with the distribution of all material promoting CiTR. (T-shirts, buttons, stickers, etc.)
4. Work with the staff and executive to create, promote and execute on-campus events (ie: Mobile Sound, Beer Gardens, Special Events).
5. Maintain relationship with the Ubysey, Film Soc and other UBC student media.
6. Maintain a template to record and evaluate promotional activities.
7. Attend regular Executive meetings and give departmental reports.

### PERFORMANCE REQUIREMENTS:

1. Paid-up voting member of CiTR.
2. Good organizational skills.
3. Good graphic and written skills, especially desktop publishing skills.
4. Self-motivated and able to motivate others.
5. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Keep regular office hours.
3. Estimated time commitment: 2-5 hours weekly (increased during special events)

### LINES OF ACCOUNTABILITY:

1. Appointed to the Executive by the elected members.
2. Responsible to the Executive and the voting members of CiTR.
3. Works closely with CiTR's Sponsorship Coordinator, Station Manager, Outreach Coordinator and volunteers.

## ***JOB TITLE: Programming Director***

### OBJECTIVES OF JOB:

1. Work alongside Program Manager to develop and maintain a positive, entertaining and diverse on-air programming schedule.

### JOB ACTIVITIES:

1. Assist the Program Manager with all the duties of managing our on-air content and regulatory requirements.
2. Instigate and encourage new programming initiatives, including on-location broadcasting.
3. Assist with live broadcasts
4. Sit on the programming committee.
5. Ensure programmers maintain CiTR's mandate.
6. Maintain consistent communication and solicit feedback from programmers in order to gauge their concerns.
7. Follow up with members who have completed training.
8. Ensure programming is promoted to campus and community.
9. Keep up-to-date studio booking schedules.
10. Ensure that the Productions Studios are kept free of mess and unnecessary clutter.
11. Attend station Executive meetings and give department reports.
12. Provide programming training once a week.

### PERFORMANCE REQUIREMENTS:

1. Voting member of CiTR.
2. Familiarity with and enthusiasm for broadcasting and spoken word production.
3. Excellent organizational skills.
4. Excellent phone and personal communication skills.
5. Self-motivated and able to motivate others.
6. Orientation and training of successor to ease transition of position.
7. Familiarity with computers.
8. Strong personality.
9. Assertiveness. Strength of character. Ability not to be pushed around.

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31.
2. Keep regular, posted office hours (3-5 days/week).
3. Estimated time commitment: 10 hours per week.

### LINES OF ACCOUNTABILITY:

1. Appointed as a voting member of the Executive by the elected members.
2. Responsible to the Executive and the voting membership of CiTR.

## ***JOB TITLE: Secretary***

### OBJECTIVES OF JOB:

1. To keep the membership of CiTR informed of the activities of the station executive.
2. To aid the President in facilitating communication within the Student Executive

### JOB ACTIVITIES:

1. Take minutes at all Executive meetings, post minutes for general viewing, and file one copy of weekly minutes in the office.
2. Inform executive of time and location of next meeting.
3. Compile and publish a monthly newsletter to keep members informed of station activities.
4. Ensure membership is aware of station events and activities. Update online and station calendars.
5. Facilitate internal communication at CiTR.
6. Keep record of events, meeting minutes and promotional materials for archival and reference purposes.

### PERFORMANCE REQUIREMENTS:

1. Paid-up voting member of CiTR.
2. Good organizational and communication skills.
3. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Required to attend all regular and extraordinary meetings of the station executive as they occur.  
(usually 1-2 hrs once a week)
3. Estimated time commitment: 2-5 hours weekly.

### LINES OF ACCOUNTABILITY:

1. Appointed to the Executive by the elected members.
2. Responsible to the Executive and the voting members of CiTR.

## ***JOB TITLE: Events Director***

### OBJECTIVES OF THE JOB

1. To help execute, manage, and promote Executive events.
2. Provide support to Staff for CiTR and Discorder events.

### JOB ACTIVITIES

1. Assume a primary role in planning exec events.
2. Coordination of event promotion.
3. Delegation and outreach with volunteers for events.
4. Booking venues and managing budget (working with Business Manager)..
5. Attend CiTR staff meetings when necessary to provide support for CiTR and Discorder events.
8. and ensure that feedback is recorded after each event.
9. Act as liaison between student executive and staff for CiTR and Discorder events.

### PERFORMANCE REQUIREMENTS:

1. Paid-up voting member of CiTR
2. Good organizational skills.
3. Understanding of CiTR member base, UBC student base, and interest in event coordination.
4. Social media experience.
5. Self-motivated and able to motivate others.
6. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Keep regular office hours.
3. Estimated time commitment: 2-5 hours weekly (increased during special events)

### LINES OF ACCOUNTABILITY:

1. Appointed to the Executive by the elected members.
2. Responsible to the Executive and the voting members of CiTR.



## ***JOB TITLE: Volunteer Director***

### OBJECTIVES OF JOB:

1. To work closely with the Volunteer manager to recruit and help CiTR volunteers integrate into the station.

### JOB ACTIVITIES:

1. Help maintain a database of interested volunteers.
2. Have strong knowledge of volunteer opportunities at the station.
3. Aid the Volunteer Manager with connecting volunteers to other leaders at the station.
4. Assist with organization of volunteers for CiTR Student Executive initiatives.
5. Follow up with volunteers after events.
6. Organize volunteer appreciation efforts
7. Help create volunteer development and create new opportunities for Volunteers.
8. Organize a Volunteer Drop-in Day once a week
9. Aid in the organization of CiTR's Annual General Meeting and Volunteer Appreciation Evening

### PERFORMANCE REQUIREMENTS:

1. Voting member of CiTR.
2. Good organizational and communication skills.
3. Good graphic and written skills, especially desktop publishing skills.
4. Self-motivated and able to motivate others.
5. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Required to attend all regular and extraordinary meetings of the station executive as they occur.  
(usually 1-2 hrs once a week)
3. Estimated time commitment: 10 hours weekly.

### LINES OF ACCOUNTABILITY:

1. Appointed to the Executive by the elected members.
2. Responsible to the Executive and the voting members of CiTR.

## ***JOB TITLE: CiTR New Media Director***

### OBJECTIVES OF JOB:

To maintain and develop CiTR's online presence.

### JOB ACTIVITIES:

1. Maintain and update online platforms.
2. Develop CiTR's online strategy.
3. Research new media and provide feedback to the student executive and CiTR staff.
4. Develop new uses for current electronic media.
5. Provide new online resources / content.
6. Work with technical coordinator to enhance website.
7. Ensure website is up-to-date.
8. Train others in the use of new media.
9. Support access to web services amongst staff and exec.
10. Utilize online platforms to communicate with the CiTR and outlying community.

### PERFORMANCE REQUIREMENTS:

1. Voting member of CiTR.
2. Good organizational and communication skills.
3. Good graphic and written skills, especially desktop publishing skills.
4. Self-motivated and able to motivate others.
5. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Required to attend all regular and extraordinary meetings of the station executive as they occur.  
(usually 1-2 hrs once a week)
3. Estimated time commitment: 5 hours weekly.

### LINES OF ACCOUNTABILITY:

1. Appointed to the Executive by the elected members.
  1. Responsible to the Executive and the voting members of CiTR.

## ***JOB TITLE: Discorder Liaison***

### OBJECTIVES OF JOB:

1. Act as the liaison between Discorder staff/volunteers (including Discorder Radio), and CiTR's Student Executive, to assist in maintaining communications between Discorder platforms and general outreach.

### JOB ACTIVITIES:

1. Attend Discorder contributor meetings and report on Discorder news at CiTR Student Executive meetings.
2. Maintain a weekly co-hosting position on Discorder Radio Tuesdays 5-6pm.
3. Inform the Discorder team of happening and decisions made by CiTR's Student Executive, if the Discorder Editor is unable to attend meetings.
4. Fill in any gaps in social media (Facebook, Twitter, and Instagram) for Discorder throughout the month, with content aesthetic at the discretion of the Editor-In-Chief.
5. Assist with Discorder events and other special projects.
6. Attend regular Executive meetings and give departmental reports.

### PERFORMANCE REQUIREMENTS:

1. Paid-up voting member of CiTR.
2. Good organizational skills.
3. Understanding of Discorder, interest in publishing, some previous involvement with the magazine.
4. Willingness to be on radio.
5. Social media experience.
6. Self-motivated and able to motivate others.
7. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Keep regular office hours.
3. Estimated time commitment: 2-5 hours weekly (+ 1 hour/week on Discorder Radio), hours may increase for special events

### LINES OF ACCOUNTABILITY:

1. Appointed to the Executive by the elected members.
2. Responsible to the Executive and the voting members of CiTR.
3. Works closely with Discorder Editor and staff.

## ***JOB TITLE: Spoken Word Director***

### OBJECTIVES OF JOB:

2. Act as the liaison between CiTR's collectives and the student executive.
3. Work alongside the Spoken Word Coordinator to maintain high quality spoken word programming at CiTR

### JOB ACTIVITIES:

7. Attend meetings of Indigenous, Gender Empowerment, and Accessibility collectives and report back to the student exec.
8. Maintain open lines of communication to the News, Arts, and Sports report teams.
9. Assist with Spoken Word trainings
10. Inform collectives of the ongoings of the exec
11. Assist the Spoken Word Coordinator with production of radio documentaries and special broadcasts.
12. Attend regular Executive meetings and give departmental reports.

### PERFORMANCE REQUIREMENTS:

8. Paid-up voting member of CiTR.
9. Good organizational skills.
10. Interest in spoken word programming
11. Willingness to be on radio.
12. Fully trained member of CiTR
13. Good listener and team member
14. Orientation and training of successor to ease transition of position.

### PARAMETERS OF JOB:

4. Appointed to a one year term; April 1 to March 31
5. Keep regular office hours.
6. Estimated time commitment: 5 hours weekly (1 collective meeting per week)

### LINES OF ACCOUNTABILITY:

4. Appointed to the Executive by the elected members.
5. Responsible to the Executive and the voting members of CiTR.

Works closely with Spoken Word Coordinator and staff.

## ***JOB TITLE: Photography & Media Coordinator***

### OBJECTIVES OF JOB:

1. Prepare and provide content for the Station through the documentation of events for CiTR and Discorder
2. Engage volunteers interested in documenting events for CiTR and Discorder

### JOB ACTIVITIES:

1. Alongside volunteers, document all CiTR and Discorder produced events( eg. Fundrive Finale, Live at Lunch, 24 hours of student power, AGM)
2. Work with Discorder's Art Director and the CiTR Volunteer Manager to maintain a list of volunteers interested in photography and film
3. Work with the sponsorship coordinator to seek out new events to provide coverage for
4. Maintain and Foster relationships with the the appropriate campus services, in order to ensure that CiTR has access to necessary equipment( eg. Photo Soc, Film Soc, Arts IT)
5. Alongside volunteers, aid in the creation of promotional videos and photographs for news and campaigns that concern CiTR and Discorder( eg. new sub promotional video, fundrive campaign video)

### PERFORMANCE REQUIREMENTS:

1. Voting member of CiTR
2. Good organizational and communication skills.
3. Skills and interest in photography and film, including appropriate software
4. Self-motivated and able to motivate others
5. Orientation and training of successor to ease transition of position

### PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Required to attend all regular and extraordinary meetings of the station executive as they occur. (usually 1-2 hrs once a week)
3. Estimated time commitment: 5-10 hours weekly

### LINES OF ACCOUNTABILITY:

1. Appointed to the Executive by the elected members.
2. Responsible to the Executive and the voting members of CiTR.

**JOB TITLE: Board Representatives** (two members of the Exec appointed in addition to their other duties)

OBJECTIVES OF JOB:

1. To maintain and develop CiTR's online presence.

JOB ACTIVITIES:

1. Present agenda to the executive to get input prior to board meetings.
  1. Report activities and decisions of the board to the executive.
  2. Contribute to special board related projects as needed.

PERFORMANCE REQUIREMENTS:

Paid-up voting member of CiTR. Member of the student executive.

PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Required to attend all regular and extraordinary meetings of the board as they occur. (usually 4-6 meetings per year)
3. Estimated time commitment: 2-5 hours per month.

LINES OF ACCOUNTABILITY:

1. Appointed to the Board by the Executive.
2. Responsible to the Executive and the voting members of CiTR.

**JOB TITLE: Alumni Advisor** (may have more than one, as decided by the CiTR Executive)

OBJECTIVES OF JOB:

1. To support the current student executive.

JOB ACTIVITIES:

1. Provide sage advice, history and perspective to the current executive.
2. Contribute to special projects as needed or interested.

PERFORMANCE REQUIREMENTS:

1. Paid-up voting member of CiTR.

PARAMETERS OF JOB:

1. Appointed to a one year term; April 1 to March 31
2. Invited to attend all regular and extraordinary meetings of the student executive as they occur. (usually 1-2 hours once a week)
3. Estimated time commitment: 2-5 hours per month.

LINES OF ACCOUNTABILITY:

1. Appointed to the Executive by the elected members.
3. Responsible to the Executive and the voting members of CiTR.