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## **Job Opening: Advertising Rep, DiSCORDER Magazine**

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CiTR Radio 101.9FM, UBC's radio station is looking for an Advertising Rep for its award winning publication, Discorder Magazine. Discorder is published 9-11 times a year by the Student Radio Society of UBC and distributed for free throughout Vancouver. Discorder focuses on independent and local music, literature and arts.

### **Responsibilities:**

The Advertising Rep is primarily responsible for:

- Maintaining contact with current advertisers, print and online
- Approaching potential advertisers that are appropriate to the vision of Discorder Magazine
- Ensuring that ads are submitted and payments are made in a timely manner
- Liaising with the Production Manager regarding content/ad space ratio
- Liaising with the CiTR Business Manager regarding invoicing/bookkeeping
- Following up with all outstanding accounts on a monthly basis

### **Qualifications/Skills Required:**

- Excellent communication and organizational skills
- Basic marketing and/or sales experience
- Experience in either radio, print, music, and/or non-profit sector
- Must be reliable, self-motivated, professional and able to meet deadlines
- Must be able to work constructively within a volunteer driven organization

### **Hours per week: Variable**

This position will require 5-10 hours/week, with additional hours when the magazine goes into production. This is a part-time position with flexible hours, however this position is critical to the survival of Discorder, as Discorder relies upon advertising sales to cover its costs. It is essential that the Ad Rep be easily reached throughout the month, both by phone and email, especially at month's end. Daytime availability is essential in order to succeed in the position.

The successful applicant must be able to attend a monthly meeting and establish weekly office hours as agreed upon. Applicants should have an appreciation for the content and the readership demographic of Discorder.

UBC students are strongly encouraged to apply.

**Commission:** 20% cut of ad sales made (contingent upon payment)

**Closing Date:** Thursday August 3, 2010

**Start Date:** Friday, August 13, 2010

**How to Apply:** Email your cover letter and resume to the Station Manager, Brenda Grunau, at [citrmgr@ams.ubc.ca](mailto:citrmgr@ams.ubc.ca).