



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 | www.citr.ca

CiTR is hiring a PROGRAM MANAGER

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.

Over the next five years, CiTR aims to increase the percentage of students on-air, improve our online content distribution and provide high quality service to listeners, programmers and volunteers. The Program Manager is expected to play a leadership role in developing and implementing strategies and policies to achieve these goals.

The Program Manager is responsible for:

A) Building an organization that engages and attracts students and volunteers. This includes:

- Facilitating a student-run organization that involves students and volunteers in decision making
- Creating a positive, volunteer-friendly atmosphere at the station, and recruiting those with an interest in campus/community radio
- Facilitating the integration of new volunteers into the workings of CiTR
- Training and knowledge sharing at CiTR, and identifying the needs of our programmers and volunteers

B) Managing CiTR's airwaves and the quality of our programming. This includes:

- Coordinating the programming of CiTR Radio in accordance with our programming philosophy and CRTC regulations
- Managing the performance and compliance of CiTR's on-air programmers
- Working with the Programming Committee to create, update and implement a vision for CiTR's on-air programming
- Supporting CiTR's on-air programmers and working with CiTR's Volunteer Coordinator to deliver CiTR's on-air training program
- Supporting the special needs of CiTR's spoken word programmers, including assisting with content creation and production as required
- Working with CiTR's engineering and technical staff to ensure that CiTR's studios are maintained, and that the technical needs of programmers are supported
- Coordinating special programming and live broadcasting initiatives on campus and in the community
- Communicating with all CiTR stakeholders with respect to the programming department
- Promoting CiTR's ongoing and special programming to our listeners and volunteers
- Representing CiTR's programming department on issues of policy, regulation, copyright, and all other issues that affect programming at CiTR



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- Strategic planning and evaluation within the programming department, and working with others to plan and evaluate the station as a whole
- Strategizing what CiTR must do to stay relevant to society given the changing nature of broadcasting

The ideal candidate will exhibit the following qualities:

- Capacity to lead and motivate others
- Ability to manage staff and volunteers
- A commitment to high quality service
- Friendly, engaging, approachable
- Proven ability to work with diverse populations
- Excellent analytical, interpersonal, and communication skills (oral and written)
- Ability to manage conflict and interpersonal issues
- Strong critical thinking and problem solving skills
- Strong organizational and project management skills
- Demonstrated flexibility and willingness to take initiative
- Commitment to developing ongoing professional knowledge and skills
- Proficiency and experience with broadcasting and broadcast equipment
- Understanding of broadcast policy and journalism

Start date: August 22, 2011

Hours: 35 hours/week

Salary: \$27,000-30,000 based on experience

Terms of employment: The Program Manager will be hired as an employee on a 1-year contract, with a three-month probationary period.

To apply, forward a resume and cover letter before Wednesday, August 10, 2011 to Brenda Grunau, Station Manager, at citrmgr@ams.ubc.ca.