

CiTR Job Posting - Cancon Coordinator

Deadline: Thursday, June 28, 2012

Job Description:

This position is funded by the Community Radio Fund of Canada through the Youth Internship Program. Our goal is to provide career development for those interested in music broadcasting and the music industry, and support and create programming and multimedia content featuring local musicians.

The Cancon Coordinator will support the activities of our music department, support the development of CiTR's programmers and plan special programming to feature local musicians.

The Cancon Coordinator will:

- Shadow and assist our Music Department Manager with all aspects of CiTR's music department, gaining an understanding of radio servicing, charts management, maintaining relationships with labels and promoters, and our music library
- Assist with our digital library project, gaining an understanding of digital archiving and software systems, regulation and compliance
- Sit in on programming committee meetings, gaining an understanding of programming policy and our regulatory obligations in the area of music
- Sit in on compliance strategy meetings, to gain an understanding of how our software systems support reporting
- Complete our broadcast training program, and host a weekly Canadian content program
- Complete our live broadcasting training workshop and assist with CiTR's live music broadcasts
- Assist the Music Department Manager with the creation of retail-friendly music streams, featuring local and independent music
- To produce new and original content featuring local musicians by hosting radio programs, organizing special broadcasts and producing interviews
- Create a manual to assist programmers with the technical set-up for hosting in-studio performances, and a tip sheet for broadcasting live on-location music performances
- Organize video production for live in-studio performances, and disseminate through CiTR channels
- Organize workshops to provide CiTR programmers with tools to improve the amount and quality of Canadian content on their shows
- Organize workshops to assist local artists with radio servicing and licensing
- Assist CiTR staff and volunteers with the planning and promotion of events featuring local musicians

The ideal candidate will be motivated, creative and detail-oriented. The ideal candidate will have experience and/or interest in broadcasting, programming, sound engineering, technology, multimedia, project management, volunteer coordination and knowledge of the local music scene. Proven ability to work with diverse communities is an asset.

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from under-represented groups.

This position is for 21 hours per week for 23 weeks at \$13/hour, starting on Monday, July 9, and ending before Friday, December 21, 2012. To apply, send a resume and cover letter to Brenda, CiTR Station Manager, at stationmanager@citr.ca. **Deadline for applications is Thursday, June 28, 2012.**