CiTR is seeking a Web Editor for Discorder Magazine

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. Since 1983, CiTR has also published Discorder Magazine, providing Vancouver's best monthly coverage of the local music and arts scene. Discorder is published 10 times a year and distributed for free throughout Vancouver and online at Discorder.ca

Volunteer Position Description:

As the Web Editor of Discorder, your position involves curating our WordPress-based website, and coordinating with Discorder's Art Director to access and upload each new issue's content to the website. Your monthly tasks will primarily include posting and scheduling formatted feature content and album reviews from each issue, along with posting ongoing show reviews as sent to you by the Editor-in-Chief. Other necessary tasks include managing the website plugins, uploading web advertisements sent by the Ad Coordinator, supervising the comment section, and updating Discorder's issue cover on the homepage and Facebook.

Qualifications:

- Basic knowledge of WordPress is preferred; an ability to learn is essential.
- Knowledge of or ability to learn basic HTML tags to format issue content for web.
- Knowledge of or ability to learn photo editing software (Google Picasa, Apple iPhoto).
- Knowledge of or ability to learn File Transfer Protocol (FTP) software.
- Ability to proofread content before posting.
- Organization skills and ability to coordinate necessary tasks.
- Great communication and inter-personal skills.

Responsibilities:

- Posting HTML-formatted articles to the four sections of the Discorder website.
- Uploading a PDF version of the magazine to our ISSUU account each month.
- Updating Discorder's cover on the homepage and Facebook page each month.
- Updating the non-writing web pages (Masthead, PDF Issue, etc.)
- Uploading content (ads, issue cover) to Discorder server via FTP
- Reporting all website issues to CiTR's technical staff.
- Attending monthly contributor/volunteer meetings at CiTR.

If you're interested, please email a resumé to: Hugo Noriega (volunteer@citr.ca)