



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1  
tel: 604.822.1242 | fax: 604.822.9364 | email: [info@cittr.ca](mailto:info@cittr.ca) | [www.citr.ca](http://www.citr.ca)

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## CiTR Summer Job Posting: Promotions Coordinator

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. The Promotions Coordinator will be responsible for coordinating CiTR's promotional and marketing activities during the summer and in preparation for the fall.

### TASKS AND RESPONSIBILITIES

- ❖ Develop, renew and implement summer partnerships with community events and local festivals. This includes negotiating partnership agreements and delivering on our promotional commitments, including on-air, web and social media promotions.
- ❖ Coordinate CiTR's presence at summer festivals, organize necessary volunteers and assist with live broadcasts
- ❖ Recruit local businesses for the Friends of CiTR discount card, renew businesses from the past year
- ❖ Renew sponsors for Shindig, CiTR's annual battle of the bands competition
- ❖ Develop a fall promotional campaign to recruit new members targeting UBC students
- ❖ Plan events for the fall membership recruitment drive including Clubs Days, Firstweek, CiTR Open House, etc.
- ❖ Assist department heads in updating station pamphlets for Disorder, News, Sports, Arts, Programming departments, as well as pamphlets for new members and general information
- ❖ Assist with marketing the advertising program to local businesses

### JOB REQUIREMENTS

The ideal candidate will be motivated, creative and outgoing. S/he will have a good understanding of marketing and promotions, project management, event planning and/or volunteer coordination, and an interest in broadcasting. Proven ability to work with diverse communities of students is an asset.

### TERMS OF EMPLOYMENT

This job is for 14 weeks, 35 hours/week, with a wage of \$13.50/hour and an anticipated start date of May 12, 2014.

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups. To be eligible for this position, the candidate must be a full-time student returning to full-time studies in September, between 15 and 30 years of age, and a Canadian citizen, permanent resident or protected refugee.

To apply, send a resume and cover letter to Brenda, CiTR Station Manager, at [stationmanager@cittr.ca](mailto:stationmanager@cittr.ca).

**Deadline for applications is Sunday, April 26, 2015.**



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## Summer Job Posting: Technical Coordinator

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. The Technical Coordinator will be responsible for supporting CiTR's technical systems and coordinating CiTR's computer needs over the summer.

### TASKS AND RESPONSIBILITIES

- ❖ Support the technical needs of CiTR's 90+ programmers
- ❖ Support the technical needs of live broadcasts at community events and festivals throughout the summer
- ❖ Maintain and improve CiTR's computer networks and systems
- ❖ Assist the Program Director in training CiTR programmers to use our systems
- ❖ Assist with the maintenance of studios and equipment
- ❖ Research the accessibility of our current software and systems
- ❖ Maintain and update CiTR's website, and troubleshoot our live streaming and podcasting services
- ❖ Maintain CiTR's computer hardware, software, networks and systems, and troubleshoot all related issues
- ❖ Strategize and research ways to improve CiTR's online delivery, analyze website traffic and brainstorm new media applications

### JOB REQUIREMENTS

The ideal candidate will be motivated, creative and efficient, with great problem solving skills. S/he will have skills and experience in computer science, computer programming, databases and web design, with an interest in broadcasting, sound equipment and new media. Proven ability to work with diverse communities of students is an asset.

### TERMS OF EMPLOYMENT

This job is for 14 weeks, 35 hours/week, with a wage of \$13.50/hour and an anticipated start date of May 12, 2014.

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## Summer Job Posting: Programming and Community Engagement Coordinator

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### TASKS AND RESPONSIBILITIES

- ❖ Work with our Program Manager to plan and organize live broadcasts at local community events and festivals
- ❖ Produce public service announcements & advertisements for local community events, festivals, not-for-profits and UBC events, including public service and safety announcements
- ❖ Work with CiTR's Program Manager to organize special programming and develop content around special programming initiatives (which include Asian history month, Black History Month, International Women's Day, etc.) This includes contacting students, faculty, and community organizations to collaborate with broadcasts and developing scripts and concepts for promotional materials (website, on-air announcements, posters, etc).
- ❖ Assist CiTR staff with the planning and execution of a week long CiTR Radio summer camp for youth ages 9-12.
- ❖ Assist the Program Manager with training of CiTR programmers, supporting a diverse range of cultural backgrounds, ages and abilities, including visible minorities, people with disabilities and Aboriginal programmers
- ❖ Assist our Music Department Manager with our music library, giving CiTR programmers access to a diverse range of local, alternative and independent artists

### JOB REQUIREMENTS

The ideal candidate will be motivated, creative and efficient, with great problem solving skills. S/he will have skills, experience or interest in broadcasting, journalism, sound editing, creative writing, advertising, community engagement, training and/or working with youth. Proven ability to work with diverse communities is an asset.

### TERMS OF EMPLOYMENT

This job is for 14 weeks, 35 hours/week, with a wage of \$13.50/hour and an anticipated start date of May 12, 2014.

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