



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 | www.citr.ca

Summer Job Posting: New Music 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. CiTR has applied for a *Youth On Air!* grant from the Community Radio Fund of Canada to provide mentorship and training in our music department. The New Music Coordinator will manage CiTR's digital music library and create programming highlighting newly released albums.

TASKS AND RESPONSIBILITIES

- ❖ Import and tag CiTR's extensive music collection into a digital database, and ensure consistency and quality control throughout our digital library
- ❖ Manage digital submissions and add them to CiTR's digital library
- ❖ Train and involve volunteers in the digitization and digital submissions process, updating and creating training documents for volunteers and staff
- ❖ Host a weekly "new releases" on-air program, featuring new submissions to our library, interviews with musicians and live in-studio performances
- ❖ Assist with the programming of CiTR's second stream, a retail-friendly online stream with a high percentage of local and Canadian artists
- ❖ Assist with the planning and production of Live@Lunch and other CiTR events
- ❖ Assist with other music-related projects

JOB REQUIREMENTS

The ideal candidate will be motivated, organized and detail-oriented. S/he will have skills, experience or interest in broadcasting, sound engineering, music journalism, library science, project management, volunteer coordination and knowledge of the local music scene. Proven ability to work with diverse communities of students is an asset.

TERMS OF EMPLOYMENT

This job is for 16 weeks, 35 hours/week, with a wage of \$13.50/hour and an anticipated start date of May 11, 2015. The position will run until the beginning of September, with flexibility for vacation and for those returning to studies in September. This position depends on funding approved by the Community Radio Fund of Canada.

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 16 - 30 years of age, and legally allowed to work in Canada.

To apply, send a resume and cover letter to Brenda, CiTR Station Manager, at stationmanager@cittr.ca.

Deadline for applications is Thursday, April 30, 2015.