



CiTR 101.9 FM | Discorder Magazine | LL500-6133 University Boulevard. Vancouver BC, V6T 1Z1
604.822.1242 | www.citr.ca | www.discorder.ca

CiTR Worklearn Job Posting: Production 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 is a campus-based, student-driven community radio station, with a small staff and over 450+ volunteers. CiTR offers alternative coverage of every genre and perspective, with a mandate to support niche programming, local and Canadian artists and under-represented voices. Each week, 100+ locally produced programs are broadcast on 101.9fm in seven different languages, with live streaming and podcasts at citr.ca.

The Production Coordinator will produce on-air promos and ads for broadcasting, and train new members to use our digital editing software. The creation of Public Service Announcements is a key service that we provide to members of our community, giving them access to our airwaves and ensuring a voice for underrepresented interests on the FM Dial and on our live stream at citr.ca.

TASKS AND RESPONSIBILITIES

- Produce on-air promos and ads for broadcasting, which includes writing scripts from press releases or event listings, recording different voices, sourcing backing tracks and producing ads to deadline
- Training CiTR volunteers to use our digital editing software and involving volunteers in the production of ads and on-air promos
- Assist with the maintenance of CiTR's studio equipment

QUALIFICATIONS

The ideal candidate will be motivated, creative and efficient, with great problem solving skills. Strong writing and communication skills are necessary for the position, as well as basic knowledge of sound editing and some experience with training others. Skills, experience or interest in broadcasting, sound editing, creative writing, advertising, community engagement and/or journalism is preferred. Proven ability to work with diverse communities of students is an asset. Training is provided.

TERMS OF EMPLOYMENT

HOURS: This position is for 10 hours per week, for a total of 250 hours.

WAGE: \$16.41/hour

START DATE: September 21, 2016

END DATE: April 30, 2017

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups. This position is funded by UBC's Work Learn program. To be eligible, candidates must be registered in courses at UBC in winter and spring terms, and have a valid UBC student number. Visiting students are not eligible.

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

Deadline for applications is Sunday, September 11, 2016.



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CiTR Worklearn Job Posting: Student Programming Coordinator

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One of CiTR's long term goals is to raise the public profile of the radio station on campus and increase student engagement. This position will build public awareness of the radio station and our campus services. The Student Programming Coordinator will be responsible for reaching out to UBC departments, clubs and student groups and engaging them in programming at CiTR.

TASKS AND RESPONSIBILITIES

- Promote CiTR's campus services (including free public services announcements and opportunities for sponsorship and live broadcasts) to faculties, clubs and student groups, and connecting them to programming, production and sponsorship departments
- Host "The Student Special Hour", a weekly radio program dedicated to interviews with student groups, clubs and initiatives
- Coordinate student programming initiatives, such as "PSA Day" and "24 Hours of Student Power"
- Recruit new members through tabling, poster, class presentations
- Organize a poster campaign to promote our student programmers and different music genre shows
- Promoting our DJ training program

QUALIFICATIONS

The ideal candidate will be motivated, creative and efficient, with an understanding of marketing and promotions. Experience and involvement with a variety of student groups is an asset. The candidate will have experience or interest in community engagement, partnership building, event planning, and public speaking, and some experience with broadcasting. Proven ability to work with diverse communities is an asset. Training is provided.

TERMS OF EMPLOYMENT

HOURS: This position is for 10 hours per week, for a total of 250 hours

WAGE: \$16.26/hour

START DATE: September 21, 2016 **END DATE:** April 30, 2016

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups. This position is funded through a grant from the Community Radio Fund of Canada. To be eligible, candidates must be registered in courses at UBC in winter and spring terms, and have a valid UBC student number. Visiting students are not eligible.

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CiTR Student Job Posting: Womens Collective Coordinator

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The Womens Collective Coordinator will be responsible for launching, supporting and coordinating a Womens collective to produce a weekly radio program focusing on the issues and voices of women on campus.

TASKS AND RESPONSIBILITIES

- Facilitating the creation of content for a weekly radio program sharing news, issues and the voices of women on campus. This would include reaching out to UBC groups, faculties, departments and off campus groups and organizations for interviews and show topics.
- Outreach and recruitment to women on campus, which includes working with CiTR's designer to create promotional materials, finding the best ways to disseminate these promotional materials on and off campus, and reaching out to appropriate on and off campus groups
- Assisting with the training of new CiTR members
- Developing a structure for collectively-created programming
- Organizing workshops for CiTR members addressing issues and developing skills pertinent to the collective

QUALIFICATIONS

The ideal candidate will be motivated, creative and organized. Experience and involvement with students groups or community organizations is an asset. The candidate will have experience or interest in broadcasting, journalism, research and interviewing, training and working with volunteers. Proven ability to work with diverse communities is an asset. Training is provided.

TERMS OF EMPLOYMENT

HOURS: This position is for 8 hours per week, for a total of 225 hours. **WAGE:** \$16.41/hour
START DATE: September 21, 2016 **END DATE:** April 30, 2016

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CiTR Student Job Posting: Indigenous Collective Coordinator

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The Indigenous Collective Coordinator will be responsible for leading a team of volunteer broadcasters to produce a weekly radio program focusing on the issues and voices of the Indigenous community on campus.

TASKS AND RESPONSIBILITIES

- Facilitating the creation of content for a weekly radio program sharing news, issues and the voices of Indigenous people on campus. This would include reaching out to UBC groups, faculties, departments and off campus groups and organizations for interviews and show topics.
- Outreach and recruitment to Indigenous people on campus, reaching out to appropriate campus groups and working with CiTR staff to create and disseminate promotional materials
- Assisting with the training of new CiTR members
- Developing a structure for collectively-created programming
- Organizing workshops for CiTR members addressing issues and developing skills pertinent to the collective

QUALIFICATIONS

The ideal candidate will be motivated, creative and organized. Experience and involvement with students groups or community organizations is an asset. The candidate will have experience or interest in broadcasting, journalism, research and interviewing, training and working with volunteers. Proven ability to work with diverse communities is an asset. Training is provided.

TERMS OF EMPLOYMENT

HOURS: This position is for 10 hours per week, for a total of 250 hours. **WAGE:** \$16.26/hour
START DATE: Monday, September 21 **END DATE:** April 30, 2017

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CiTR Student Job Posting: Access Collective Coordinator

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The Access Collective Coordinator will be responsible for leading a team of volunteer broadcasters to produce a weekly radio program focusing on the issues and voices of those that identify as having a disability (visible or invisible) on campus.

TASKS AND RESPONSIBILITIES

- Facilitating the creation of content for a weekly radio program on accessibility issues, sharing the news and voices of those affected on campus. This would include reaching out to UBC groups, faculties, departments and off campus groups and organizations for interviews and show topics.
- Outreach and recruitment to form the collective, including reaching out to appropriate campus groups, working with CiTR staff to create and disseminate promotional materials
- Assisting with the training of new CiTR members
- Developing a structure for collectively-created programming
- Organizing workshops for CiTR members addressing issues and developing skills pertinent to the collective

QUALIFICATIONS

The ideal candidate will be motivated, creative and organized, have demonstrated commitment to accessibility and equity issues. Experience and involvement with students groups or community organizations is an asset. The candidate will have experience or interest in broadcasting, journalism, research and interviewing, training and working with volunteers. Proven ability to work with diverse communities is an asset. Training is provided.

TERMS OF EMPLOYMENT

HOURS: This position is for 8 hours per week, for a total of 225 hours. **WAGE:** \$16.41/hour
START DATE: September 21, 2016 **END DATE:** April 30, 2017

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CiTR Student Job Posting: Digital Library Assistant

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The Digital Library Assistant works with CiTR's Music Manager to maintain our digital music library. CiTR's music library includes over 35,000 CDs, 12,000 LPs and 7,000 7-inches, and also a large number of digital albums. CiTR has been digitizing its music library for the last few years, to allow show hosts to readily access music from the on-air studio and preserve our archive of local music.

TASKS AND RESPONSIBILITIES

- Receive digital and physical music submissions, and add them to our digital library
- Digitizing our physical music library
- Organizing and tagging digital files with the necessary metadata
- Leading a team of volunteers to assist with our digital music library
- Promoting digital submissions to our on-air hosts by sending out a weekly email with information about the new music

QUALIFICATIONS

The ideal candidate will be organized and detail-oriented creative with a love of music. Experience with digital archiving, library science, volunteer coordinator and project management are assets. The ideal candidate should have basic computer skills, and an interest in broadcasting. Proven ability to work with diverse communities of students is an asset. Training is provided.

TERMS OF EMPLOYMENT

HOURS: This position is for 8 hours per week, for a total of 225 hours. **WAGE:** \$16.41/hour

START DATE: September 21, 2016 **END DATE:** April 30, 2017

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CiTR Student Job Posting: Technical Assistant

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CiTR has numerous technical needs, including streaming and podcasting services, website hosting and maintenance, automated broadcasting software, a digital music library, and online databases for tracking plays and compliance with CRTC regulation, our members and our music library. The Technical Assistant will work with CiTR staff and volunteers to ensure the maintenance and improvement of CiTR's technical systems.

TASKS AND RESPONSIBILITIES

- Regular updates of CiTR websites and web services
- Assisting with troubleshooting all web services, including CiTR podcasting and live streaming
- Managing our networks and maintaining computers and servers
- Analyzing our website traffic statistics
- Writing code for our internal database
- Brainstorming new media applications for CiTR and Discorder Magazine.

QUALIFICATIONS

The ideal candidate will be motivated, creative and efficient, with great problem solving skills. They will be a third year computer science or computer engineering student (or student with significant prior experience in these areas), with basic knowledge of hardware, software, websites, MySQL and php. Interest in sound, broadcast equipment, and media is an asset. Proven ability to work with diverse communities of students is an asset.

TERMS OF EMPLOYMENT

HOURS: This position is for 10 hours per week, for a total of 250 hours. **WAGE:** \$16.41/hour

START DATE: September 21, 2016 **END DATE:** April 30, 2017

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CiTR Student Job Posting: Administration Assistant

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CiTR is seeking an Administration Assistant to assist staff and volunteers with monthly mailouts and invoicing for Discorder magazine, provide support for CiTR's annual fundraising campaign, and assist with archiving and special projects.

TASKS AND RESPONSIBILITIES

- Support for the annual fundraising campaign including: ordering merchandise and prizes, cleaning up donor contact information, tracking donors and donor prizes on a large spreadsheet, mailing prizes using the mail machine, and following up on unpaid pledges
- Invoice Discorder advertisers each month and mail the magazine to advertisers, subscribers, record shops and libraries
- Aid with archiving and initiatives
- Lead teams of volunteers looking to gain experience in the administrative department at the station
- The Administration Assistant will be a part of our staff team, and interact with our student executive and large pool of volunteers.

QUALIFICATIONS

The ideal candidate will be motivated, organized, detail oriented and professional. Experience with bookkeeping and administration are assets. The ideal candidate should have basic computer skills, and an interest in media, publishing and community engagement. Proven ability to work with diverse communities of students is an asset. Training is provided. Leadership and volunteer experience are valued highly.

TERMS OF EMPLOYMENT

HOURS: This position is for 7 hours per week, for a total of 175 hours. **WAGE:** \$16.41/hour
START DATE: Monday, September 21 **END DATE:** April 30, 2017

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CiTR Student Job Posting: Broadcast Technical Coordinator

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CiTR is seeking a Broadcast Technical Coordinator to help with the refinement of CiTR's live broadcasts and in-studio performances, and the maintenance of CiTR's live broadcast equipment and studios. In-studios and live broadcasts are an integral part of CiTR's programming, they bring us closer to communities we are mandated to represent, helping us cover events on-campus, in the community and supporting local and independent artists.

TASKS AND RESPONSIBILITIES

- Providing technical support for live broadcasts and in-studio performances, assisting with the setup and takedown, and monitoring the quality of the live broadcast
- Maintaining CiTR's studios and live broadcasting equipment, keeping them in good repair, troubleshooting technical problems as they arise, recommending new purchases, assessing potential equipment sales and coordinating equipment repairs as required
- Training volunteers during live broadcasts and in-studio performances
- Providing support for volunteers of all skill levels in our broadcast studios
- Updating manuals with instructions and diagrams for new equipment acquired, revising older manuals and update them as necessary

QUALIFICATIONS

The ideal candidate will be motivated, organized, detail oriented, and professional. The candidate will have experience with or interest in the technical aspects of broadcasting, facilitating live music performances, community engagement, maintaining technical equipment, and training and working with volunteers. Proven ability to work with diverse communities is an asset. Training is provided.

TERMS OF EMPLOYMENT

HOURS: This position is for 10 hours per week, for a total of 250 hours. **WAGE:** \$16.26/hour

START DATE: Monday, September 21 **END DATE:** April 30, 2017

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