



CiTR 101.9 FM & Discorder Magazine

LL 500 - 6133 University Blvd. Vancouver, B.C. V6T 1Z1

604.822.1242 citr.ca discorder.ca

CiTR/Discorder is seeking an Editor-In-Chief for Discorder Magazine

ABOUT:

CiTR 101.9 FM is the broadcasting voice of UBC Vancouver, situated on the unceded, traditional Coast Salish territory of the Hən̓q̓əmin̓əm̓ speaking Musqueam people. CiTR began as a student club in 1937, gaining not-for-profit status and a place on the FM dial in 1982. Managed by the Student Radio Society of UBC, CiTR is a student-driven, campus-based radio station that works to serve the broader Lower Mainland community.

Since 1983, CiTR has also published Discorder, a locally-focused magazine that covers arts, culture and current affairs. Discorder shares the mandate of CiTR, to create alternative media, empower students and community through training, and to provide a platform for underrepresented voices. Discorder publishes 6 issues annually, with a distribution of 8,000 copies across the Lower Mainland.

POSITION DESCRIPTION:

The Editor-In-Chief is the leader of a large team of Discorder masthead and volunteer contributors that produce the print magazine on a near-monthly basis. The Editor works closely with the rest of the CiTR/Discorder staff and Student Executive to guide all aspects of operations and to ensure that Discorder is fulfilling its mandate to support local and underrepresented music, visual art, culture, and current affairs. In addition, the Editor in Chief is responsible for establishing and maintaining advertising and sponsorship clients as well as coordinating the distribution of Discorder throughout the lower-mainland on a monthly basis.

The Editor is responsible for:

MAGAZINE

- Leading and managing a team of section editors, writers, and volunteers to produce 6 issues of Discorder Magazine per year
- Leading production meetings
- Developing an editorial vision for all written content produced in print and online formats under the banner of "Discorder Magazine"
- Assigning, editing and verifying all written content for Discorder Magazine
- Communicating Discorder updates and upcoming issue details to relevant CiTR/Discorder Staff for the production of radio PSAs and promotional materials
- Contributing to station initiatives, including Fundrive and Victory Square Block Party. This may also include helping to plan Discorder-specific events and fundraisers.
- Facilitating the recruitment and development of new volunteer contributors, including leading or coordinating Discorder workshops.

ADVERTISING

- Establish, maintain, and grow relationships with advertising clients and local arts organizations
- Supervising Discorder Magazine's brand integrity over a variety of platforms, including Discorder's representation on radio, in video and on social media.
- Providing writing and copy-editing for CiTR/Discorder press releases and promotional material
- Coordinate the renewal of annual contracts 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.
- Develop and update sales materials, websites and sales pitches



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- Prepare monthly sales reports and collect unpaid revenue
- Work with CiTR's staff to ensure advertisements are produced and delivered as negotiated
- Coordinate the distribution of 8,000 copies of Discorder at the start of each month to local organizations throughout the Lower Mainland

QUALIFICATIONS:

- Strong knowledge of current independent and local music, art and culture
- Excellent verbal and written communication skills, grasp of language and copy-editing
- Strong interpersonal skills, a demonstrated ability to lead peers and act on creative vision
- Excellent multi-tasking and the ability to prioritize responsibilities
- The ability to work efficiently under pressure and set/meet firm deadlines
- Experience and past success with recruiting and maintaining positive relationships with large numbers of diverse organizations.
- Proven ability to work with diverse communities
- Experience with independent and alternative media is preferred, but not mandatory
- Knowledge of publishing software is an asset, but not mandatory

WORKING CONDITIONS & COMPENSATION:

Hours: 35 hours/week, varying slightly based on the magazine production schedule

Wage: \$17/hour.

This position includes two weeks of paid vacation.

Terms of employment: The Editor in Chief will be hired on a one year contract, with a three-month probationary period.

EMPLOYMENT EQUITY:

CiTR/Discorder is an equal opportunity employer and employs staff without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental ability or financial ability. We encourage underrepresented groups to apply.

TO APPLY:

Submit a resume and cover letter *in a single pdf. file* to Ana Rose, CiTR/Discorder Station Manager at stationmanager@citr.ca by Friday, September 27. Include "Editor-In-Chief" in the subject line. Please also include 3-4 recent writing samples in your email, either as attachments or url links.

Thank you to everyone who applies for this position. Due to the volume of applicants, only qualified candidates will be contacted for an interview.