



## CiTR is hiring a Spoken Word Coordinator

CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, 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. CiTR offers students and community members a variety of services which include broadcast and multimedia training, promotional support, live on location coverage of events and much more. CiTR also provides the Lower Mainland unique and alternative coverage of municipal current affairs, providing a platform for underrepresented peoples, opinions and stories not heard through mainstream media outlets. CiTR is a learning institution, and strives to provide training and professional experience through employment.

CiTR is looking for a Spoken Word Coordinator to support and refine the spoken word content that CiTR produces for broadcast and/or podcast. Currently CiTR has between six and nine collectively produced spoken word programs, provides a variety of spoken word training sessions and workshops, supports the production of high quality radio and podcasts and undergoes a variety of other initiatives related to spoken word programming.

### Tasks and Responsibilities:

- Supporting and facilitating the creation of relevant, high quality local current affairs and spoken word programming
- Coordinating, mentoring and supporting volunteers interested/involved in spoken word and current affairs programming
- Create and update training resources that reflect best practices in current affairs programming for radio and podcasting, including written and audio resources on ethical coverage of vulnerable and underrepresented populations.
- Training and developing CiTR's spoken word volunteers through hands-on training. This includes creating and facilitating weekly current affairs, interviewing and podcasting workshops.
- Creating and maintaining a database of UBC departments, community organizations, municipal political institutions and individuals who will serve as points of contact for story leads
- Supporting our collectively produced spoken word programs, providing feedback, aiding in recruitment, and editing content
- Supporting and participating in additional station wide projects as needed

### Qualifications:

The ideal candidate will have:

- Experience in a relevant field.
- Some experience in radio programming & journalism, sound editing, sound recording, recruiting, training, and motivating volunteers.
- Experience with and an interest in working with underrepresented populations.

They will be flexible, motivated, detail-oriented, approachable, have excellent communication skills and a desire to work in an open and collaborative environment. Technical training will be provided to the right candidate.

### Working conditions & compensation:

Hours: 28 hours/week. There is some flexibility in creating your own schedule, and an option to work from home if needed.

Wage: \$17.00/hour

The Spoken Word Coordinator will be hired on a one year contract, with an option to renew if both parties consent. There will be a three month probationary period at the commencement of the position.

### 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, forward a resume, cover letter, and two-three examples of radio or podcast work to Ana Rose Carrico, Station Manager, at [stationmanager@citr.ca](mailto:stationmanager@citr.ca). Applications are due Friday, July 17 with interviews being conducted from July 20-24.. Only successful applicants will be contacted.**



# **Citr 101.9 FM & Discorder Magazine**

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