



## **CiTR 101.9 FM & Discorder Magazine**

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

604.822.1242 [citr.ca](http://citr.ca) [discorder.ca](http://discorder.ca)

### **Production Assistant Job Description (Canada Summer Jobs)**

CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, situated on the unceded, traditional Coast Salish territory of the Hən̓q̓əmi̓ñəm 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. Each week, 100+ locally produced programs are broadcast on 101.9fm in seven different languages, with live streaming and podcasts at [citr.ca](http://citr.ca). 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.

We also broadcast content created by 5 radio collectives that focus on Indigenous, Accessibility, POC, Gender Empowerment, and LGBTQIAS2+ issues. All of these programmers use our studios, broadcast software, digital library, databases and website, and require technical support.

The Production Assistant will be responsible for supporting special programming and live broadcasts, supporting CiTR's youth broadcast initiatives, producing public service announcements and ads for our community partners, and assisting with audio training and production to our radio contributors.

Hours: 12 hours per week for 23 weeks. There is a possibility of a contract renewal dependent on funding and the agreement of both parties.

Salary: \$16.61 per hour

Position Start Date: Late June 2021

#### **TASKS AND RESPONSIBILITIES:**

- Assist the Program Manager with training of CiTR programmers, including creating a system for remote training, supporting a diverse group of people that identify with a variety of religions, cultures, ages, gender identities and expressions, races, ethnicities, mental and physical abilities and sexual orientations. Produce public service announcements & advertisements for local community events, festivals and nonprofit groups and organizations including public service and safety announcements.
- Ensure that logs and spreadsheets for PSAs are kept up to date.
- Work with CiTR's Program Manager to organize special programming and develop content around special programming initiatives (which include Asian Heritage Month, National Indigenous People's Day, Trans Day of Remembrance, etc.). This includes organizing volunteer producers, organizing interviews and performances, editing radio pieces, and event promotion.
- Assisting staff to facilitate the yearly collaboration between CiTR and the UBC Museum of Anthropology's Native Youth Program. This collaboration consists of training Indigenous youth

between the ages of 12-18 in the area of audio/podcast production so that together they create a 30 minute podcast as a final project of the program.

CiTR has a commitment to collective governance, anti-oppressive practices, and holding space for those that are underrepresented in the mainstream media. The ideal candidate will be motivated, creative and efficient, with great problem solving skills. They 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.

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from underrepresented groups. Priority will be given to applicants that self identify as being from equity seeking communities. **To be eligible for this position, the candidate must be between the ages of 15-30 (you do not have to be returning to school in the Fall) Applicants must also be a Canadian citizens, permanent residents or have official refugee protection status, and be legally eligible to work in BC.**

To apply, send a cover letter and resume to CiTR Manager and Discorder Publisher Ana Rose Carrico at [stationmanager@cit.ca](mailto:stationmanager@cit.ca).

**Deadline for applications is Sunday, June 13, 2021.**