



CiTR 101.9 FM & Discorder Magazine

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

604.822.1242 citr.ca discorder.ca

Production Assistant Job Description(UBC Work Learn)

CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, situated on the unceded, traditional Coast Salish territory of the Hən̓q̓əmi̓nəm̓ 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. 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 assisting the Programming Manager and other staff with the routine production of audio content.

Hours: 10 hours per week for 30 weeks. There is a possibility of a contract renewal dependent on funding and the agreement of both parties.

Salary: \$18.40 per hour

Position Start Date: Early September 2022

TASKS AND RESPONSIBILITIES:

- Producing public service announcements and ads for broadcasting
- Training volunteers to use our audio editing software
- Providing production support to volunteers
- Writing scripts from press releases or event listings
- Sourcing backing tracks
- Assisting with the maintenance of studio equipment

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 a student at UBC with an active student status.**

To apply, send a cover letter and resume to CiTR Manager and Discorder Publisher Ana Rose Carrico at stationmanager@citr.ca.

Deadline for applications is Friday, August 26, 2022.