



**CiTR 101.9 FM &
Discorder Magazine**

LL500 - 6133 University Blvd.
Vancouver, B.C. V6T 1Z1
604.822.1242 | citr.ca

CiTR & *Discorder* is hiring a Music & Volunteer Department Manager

Run by the Student Radio Society of UBC, CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, situated on the unceded, traditional Coast Salish territory of the Hə́n̓q̓əmin̓ə́n̓ speaking Musqueam people. CiTR began as a student club in 1937, gaining not-for-profit status, a place on the FM dial, and founding *Discorder Magazine* in 1982. CiTR & *Discorder's* volunteer programmers and writers create our broadcast, print, and online content, with a mandate to highlight artists & stories that are not covered by the mainstream media. CiTR & *Discorder* is a learning institution, and strives to provide training and professional experience through employment.

The purpose of the Music & Volunteer Manager's position is to make CiTR & *Discorder's* resources and spaces available and welcoming to members, UBC students, and the greater Vancouver community. The Music & Volunteer Manager supports the needs of a diverse volunteer base, including implementing strategies to improve the station and magazine's capacity to provide valuable opportunities to disabled, Black, Indigenous, POC, and queer members and artists.

Working conditions & compensation:

Hours: 35 hours/week. There is some flexibility to make your own schedule.

Salary: \$34,580.00 plus three weeks vacation per year.

This position is hired on a one year contract, with an option to extend upon the agreement of both parties.

General station responsibilities:

- Maintaining clear and consistent channels of communication with CiTR & *Discorder's* membership, promoting departmental and station-wide initiatives to our members.
- Planning volunteer appreciation events and initiatives. Coordinate the planning and execution of CiTR & *Discorder* events, including the Fundrve Finale and Shindig, CiTR's annual battle of the bands
- Facilitating cross-department initiatives to meet the goals of the Music and Volunteer Departments.

Volunteer Department:

- Managing CiTR & *Discorder's* volunteer intake systems including DJland and the Discord server and ensuring an effective intake program in collaboration with relevant departments, coordination the placement of volunteers according to skill, interest and ability.
- Tracking volunteer hours and collecting ongoing feedback from CiTR & *Discorder* members and volunteers throughout the year.
- Managing curricular relationships with UBC Faculties and Departments, facilitating experiential learning and practicum placements.

Music Department:

- Curating a regular supply of music for our programming community that supports CiTR & *Discorder's* mandate, including eclectic playlists of singles for our ghost mix.
- Report weekly Top 30 charts to the relevant outlets and update our Spotify account.
- Overseeing the maintenance, growth, and ongoing improvement of CiTR's physical and digital libraries.
- Providing and/or coordinating live sound support for artists performing in the station lounge.



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- Coordinating the production and/or circulation of two annual original releases on CITR & *Discorder's* record label, Fanta Records.

The ideal candidate will have the following skills or qualities:

- Friendly, engaging, approachable
- Capacity to lead and motivate others
- Demonstrated group facilitation skills and ability to work independently
- Excellent communication, writing, public speaking and interpersonal skills
- Strong critical thinking and problem solving skills
- Strong organizational and project management skills
- Demonstrated flexibility and willingness to take initiative
- Knowledge of the music industry and enthusiasm for all genres of music
- Experience and/or interest in broadcasting and broadcast equipment
- Commitment to developing ongoing professional knowledge and skills
- Proven ability to work with diverse populations
- Knowledge and commitment to anti-oppressive practice and training

CiTR has a commitment to collective governance, anti-oppressive practices, and holding space for those that are underrepresented in the mainstream media. 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, please forward a resume and cover letter to Ana Rose Carrico at stationmanager@citr.ca. Applications are due Friday, June 17 with interviews being conducted from June 20 - 24 and a start date of June 27. Due to the volume of applications, only successful applicants will be contacted.