

CJSW 90.9 FM has applied for grants for a number of summer positions this year through the Canada Summer Jobs program.

These positions are limited to individuals between the ages of 18 and 30. The positions are as follows:

- **Festivals & Outreach Coordinator**
- **Marketing & Development Coordinator**
- **Content Development Coordinator**
- **Media Librarian**
- **Visual & Design Coordinator**
- **Indigenous Content Coordinator**
- **Archival Technician**

Full details on all of these positions are posted below.

Please submit your cover letter and resume via email with your preferred job(s) in the subject line to CJSW's Station Manager: manager@cjsw.com. Deadline for applications is **Wednesday, May 10th**.

CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted. CJSW 90.9FM broadcasts from Calgary, Alberta, Canada on Treaty 7 Territory of the Blackfoot Confederacy, which includes the Siksika, the Piikani, and the Kainai. Treaty 7 is also home to the Tsuut'ina, the Stoney Nakoda and Métis Nation of Alberta (Region III).

Festivals & Outreach Coordinator

The Festivals Coordinator helps liaise and execute CJSW festival partnerships.

Term: 12 weeks at 35hrs/wk

Tasks and Responsibilities:

- Liaise with summer festivals to coordinate CJSW's participation as sponsor. CJSW sponsors over 40 festivals each summer including Marda Gras, Blues Fest, Calgary International Film Festival, Calgary Folk Festival, Greek Festival, Sled Island and many more.
- Work with the CJSW Community Development Coordinator to plan and finalize sponsorship contracts with the organizations running festivals in Calgary.
- Ensure the implementation of on-air and print advertisements associated with sponsorship agreements and the Production Coordinator.
- Schedule and train volunteers to be at festival booths and provide community outreach.
- Coordinate and create CJSW promotional materials such as brochures, program

guides, etc. to enhance the festival experience.

- Develop and implement creative outreach strategy at the CJSW promotional booth during festivals.
- Help to organize and execute CJSW's annual charity street hockey tournament, the Slurpee Cup.

Required Skills:

- Excellent communicator with strong organizational and delegation skills.
- Strong leader able to train volunteers and get others motivated.
- Prepared to balance a number of priorities against tight deadlines.
- Open minded and prepared to work with culturally diverse groups, organizations, and volunteers.
- Ability to organize and coordinate large numbers of volunteers.
- Problem-solving, setting timelines and following up with phone and email correspondence is an important part of this multi-project-based position.
- Experience with computers, graphic and/or art design is an asset.

Marketing & Development Coordinator

The Marketing & Development Coordinator assists with essential tasks related to our October Funding Drive campaign, and focuses on securing contracts for our annual Friends of CJSW Card.

Term: 8 weeks at 35hrs/wk

Tasks and Responsibilities

- Organize and prepare for CJSW's annual fundraising campaign, held each year in October.
- Audit CJSW's CRM platform for the fundraising campaign.
- Generate ideas for year-round fundraising events and campaigns in addition to the annual Funding Drive.
- Design and implement marketing campaigns to inform the public about the CJSW Funding Drive and the other fundraising events.
- Update and maintain a fundraising database of all CJSW Funding Drive contributors from past Funding Drives.
- Contact current Friends Card businesses and confirm involvement for 2019/2020 and update CJSW's Friends Card contracts
- Seek out new businesses to add to Friends Card.
- Ensure venues for Funding Drive events are available and reserved as well as seek out and confirm performances and activities for Funding Drive events.

Required Skills

- Exemplary time-management skills.
- Very strong organizational skills.
- Strong written and verbal communication skills.
- Knowledge of MS Office Suite, and experience working in a Mac environment.
- Ability to work with strict deadlines.
- Ability to delegate and coordinate tasks and responsibilities for volunteers.
- Post-secondary education in arts or non-profit studies a strong asset.
- Previous non-profit or fundraising experience an asset, although the position is intended to provide experience in the fundraising field.
- Comfort working with budgets.
- Web experience in design and editing is an asset.

Content Development Coordinator

The Spoken Word Coordinator works with the News Director to create special Programming for on-air and online broadcast.

Term: 8 weeks at 35 hrs/wk

Tasks and Responsibilities

- Work under the supervision of the Spoken Word Coordinator to produce, present, and promote CJSW's news and spoken word content
- Reviewing CJSW's archives for relevant historic content that could be produced and contextualized for rebroadcast
- Contacting interview subjects, publicists or event organizers to arrange an interview or to arrange recording of a lecture
- Traveling within the Calgary region to record interviews and gather content
- Conducting engaging interviews
- Editing interviews and lectures for broadcast
- Promoting the CJSW spoken word content on CJSW's website and other promotional outlets
- Create content that aligns with CJSW's news and spoken word department mandate which strives to cover local issues and events that are not given coverage by mainstream media.
- Operate as a principal point of contact within the spoken word department for volunteers and third-parties
- Become familiar with CJSW's in-house spoken word guides, tutorials, policies and implement improvements therein
- Maintain CJSW's news and specialty programming contact database
- Establish, manage and maintain accounts for various social networking programs with a goal of community outreach and promotion of spoken word programs.

Required Skills

- Although this position is designed to directly develop career-experience in the field of broadcast journalism, a desired candidate would already have a base knowledge of how to provide CJSW listeners with a fair, accurate, and balanced account of events

and issues.

- A familiarity with local cultural, environmental, and community organizations here in the City of Calgary.
- Prior knowledge of sound production, with a focus on Logic and other technologies is an asset.
- Ability to train and work with new volunteers looking to produce news and spoken word content at CJSW.
- An understanding of social networking tools like Facebook, Twitter, Wordpress, and Adobe Design Suite.
- Ability to work closely with the Spoken Word Coordinator and Program Director to develop new initiatives for creating and publicizing spoken word content.

Media Librarian

The Media Librarian works closely with the Music Director to maintain and develop CJSW's extensive music library.

Term: 8 weeks at 35hrs/wk

Tasks and Responsibilities

Work under the guidance and mentorship of the full-time Music Director to organize, maintain, develop and grow the CJSW music library. This process will include, but is not limited to:

- Keeping up to date with newly released, as well as historically and culturally important music in order to select library material
- Organizing releases in an accessible and effective way
- Catalog maintenance, including the weeding out of non-necessary releases
- Anticipating and reflecting upon station needs to ensure library is used and maintained as much as possible
- Organization of library for specific genres that are classically difficult to organize, such as language minority music, local music, experimental/neo-classical music, jazz and others
- Developing and maintenance of library database and catalog to improve programming efficiency
- Developing library and closing gaps in catalog especially in language minority genres, Aboriginal peoples, local and Canadian music genres as well as other historically important recordings
- Maintain the library catalogue by fixing incorrect or missing data and checking for duplicate entries.
- Assist in creating resources about Canadian music and musical history for programmers and volunteers
- Coordinate these projects with CJSW's Music Director, programmers and volunteers.
- Make the catalogue accessible to people with disabilities or low English literacy skills.
- Digitally convert, and catalog materials, especially local and Canadian materials for future access and posterity, and potentially make these materials available to the

public based on cultural relevance.

- Creation of a special event library, featuring a live performance and interview library. Organizing thousands of live performances and interviews that have aired on CJSW throughout the years. Digitally archiving and cataloging of these performances.
- Lead a team of volunteer librarians and pass on library knowledge for further library development. This process will include, but is not limited to:
 - Recruit and instruct volunteers on how to maintain and use the CJSW catalogue to allow easy access to information.
 - Dealing with enquiries and assisting library users in accessing and problem solving catalog issues
 - Coordinate and train volunteers alongside CJSW's Music Director to help with the actual digital archiving.

Required Skills

- Task oriented and focused.
- Strong working knowledge of computers, especially Macs.
- Experience and/or education in library organization is an asset.
- Working experience with databases.
- Strong musical knowledge.
- Online research skills and asset.
- Excellent oral and written communication skills.
- Working knowledge of sound production facilities and technology, including Logic Pro and ProTools, digital recorders, etc.
- Strong organizational skills and ability to meet deadlines.

Visual & Design Coordinator

The Visual & Design Coordinator creates assets including posters, print ads, brochures, and other material as required.

Term: 8 weeks at 35hrs/wk

Tasks and Responsibilities

- Create and design CJSW promotional materials such as brochures, info packages, pamphlets, program guides, etc. for distribution at local music, art and cultural festivals.
- Develop a comprehensive marketing plan to promote the diversity of CJSW's programming, with a particular emphasis on the variety of musical genres and cultural groups represented on our airwaves.
- Manage social media campaigns.
- Work with Festivals Coordinator to actively develop CJSW's participation as a sponsor of the summer festivals including Carifest, Greek Festival, Aboriginal Awareness Week, Calgary International Film Festival, Calgary Folk Festival, Sled Island, and more with CJSW staff and volunteers.
- Work with the CJSW staff to create and implement outreach campaigns to promote the

station and the diverse programming found on CJSW.

- Provide creative graphic design assistance for the CJSW website and other social media networks.

Required Skills

- Although this position is designed to directly develop career-experience in the field of marketing and public relations, a desired candidate would already have experience graphic design programs and software.
- Strong organizational, multitasking and planning skills.
- Possess excellent communication and delegation skills.
- Marketing knowledge and experience.
- Education or a strong interest in art design is an asset.

Indigenous Content Coordinator

The Indigenous Coordinator will develop a variety of projects including workshops, presentations, and broadcast-worthy content that focus on issues and stories related to Indigenous affairs.

Term: 8 weeks at 35hrs/wk

Tasks and Responsibilities

- Work with the Program Director and Spoken Word Coordinator to develop on-air pieces including interviews, segments, and features that explore Indigenous news with a focus on issues in Treaty 7 territory
- Develop a series for web and broadcast focusing on the history of Indigenous peoples, including the history and legacy of residential school, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties, and Indigenous law, and Indigenous-Crown relations, etc
- Collaborate with the Indigenous Strategy at the University of Calgary and strategize ways of implementing recommendations into CJSW's operations
- Collaborate with the Native Centre at the University of Calgary to facilitate information sessions and tours to promote CJSW as a volunteer organization that is for people of Indigenous descent
- Provide editorial support to existing CJSW programs including RedX Talks, Indigenization Across the Nation, Treaty Nation Music, and Indigenous Resiliency in Music Talks

Required Skills

- Highly motivated and able to see projects through to completion
- Strong creative skills and ability to realize ideas
- Able to work independently
- Excellent organizational skills
- Excellent written and oral communication skills

- Exceptional organization and delegation skills
- An excellent understanding of CJSW as an organization and radio station
- Strong understanding of the communities within Treaty 7 territory, and the desire to share their stories

Archival Technician

The Archival Technician will assist with archiving and cataloguing CJSW-produced audio and video content.

Term: July 8 - August 30 at 35hrs/wk

Tasks and Responsibilities

- Develop a plan to digitize CJSW's culturally valuable physical archives of radio interviews, musical performances and historic moments from the past 30+ years.
- Digitally archive, catalogue and tag materials for future access and use, and potentially make these materials available to the public based on cultural relevance.
- Coordinate and train volunteers alongside CJSW's Production Coordinator to help with the actual digitization.
- Create a plan to better archive and catalogue future on-air interviews and musical performances.
- Coordinate special projects such as live recordings and live studio sessions (recording bands and musicians).
- Work with CJSW's Engineer and News Director to maintain, repair and troubleshoot CJSW's production facilities and equipment.

Required Skills

- Working knowledge of sound production facilities and technology, including Logic Pro and ProTools, digital recorders, etc.
- Strong organizational skills and ability to meet deadlines.
- Strong written and verbal communication and strong leadership.
- Good decision-making abilities to solve problems.
- Creative and open to ideas.
- Desire to develop technical and practical ("hands on") skills through experience.