



CJSW RADIO

ON AIR 90.9 FM - ON DEMAND CJSW.COM

Room 312 MacEwan Hall, University of Calgary
2500 University Dr. NW Calgary, AB T2N 1N4
tel: (403) 220-3902 web: www.cjsw.com

CJSW 90.9 FM, the University of Calgary Student Radio Society, is hiring for the position of **Production Coordinator** to join our team of full-time staff. This position works 37.5 hours per week on a Tuesday-Saturday schedule.

The Production Coordinator is responsible for managing all aspects of the station's production-related content. This will include training volunteers in audio editing software and techniques, producing on-air material, scheduling and tracking on-air advertising, and drawing upon the CJSW membership to create pre-produced content on deadline. Most importantly, they will provide leadership, supervision and guidance to a team of volunteers that devote their time and energy to CJSW.

Duties:

- Coordinate, manage, and draw upon a group of production volunteers to create CJSW's pre-produced on-air content, from monthly themes to funding drive audio.
- Mentor and train volunteers in editing audio, voicing techniques, script-writing, and creation of pre-produced content.
- Regularly script, edit, produce and schedule advertisements, station IDs and show promos.
- Manage and uphold quality standards, ensuring a high quality yet diverse sound for CJSW's pre-produced on-air material.
- Work closely with other CJSW staff members to ensure the produced content fits the direction and vision of the Program Director and Programming Committee.
- Maintain an ongoing list of projects and spots that need to be created and utilize volunteers to ensure these are completed by deadline.
- Encourage and assist current programmers in developing and producing material for their programs.
- Support the Program Director in pre-recorded content management.
- Use and maintain the production training manuals to train new volunteers on audio production and equipment.
- Design and produce Funding Drive audio content.

Qualifications:

- Experience supervising a large group of volunteers and working one-on-one and one-on-many with volunteers at varying levels of skill with writing, voicing, audio editing.
- A comprehensive knowledge of Logic Pro and/or other audio production software.
- A thorough knowledge, experience and appreciation of all aspects of campus and community radio, from non-commercial music to news and podcasts.
- Strong creative and technical writing skills.
- Copywriting, audio editing, and on-air broadcasting experience.
- Ability to coordinate and manage volunteers while remaining on deadline and adapting to changing workloads.
- Basic knowledge of CRTC regulations.
- Live sound engineering experience/knowledge is an asset.
- A progressive attitude and good stress management skills.
- Experience in a non-profit organization setting is an asset.





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- Post-secondary education and production audio editing experience is an asset.
- Periodic schedule flexibility.

The person hired for the position of Production Coordinator will have plans and ideas about developing the production department of the station and guiding the overall pre-produced sound of CJSW.

In return for your extraordinary talents we offer a fun, one-of-a-kind environment, a decent salary and some lovely benefits.

****Application Deadline:**** Monday, June 14th, 2021 at 12pm

****Position Start Date:**** As soon as possible - June 2021

****Please apply by sending your resume and cover letter to manager@cjsw.com.**

CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted.

[CJSW 90.9 FM](#) broadcasts out of Moh'kins'tsis (Calgary, AB) at the University of Calgary campus radio station located on Treaty 7 land. I would like to acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprised of the Siksika, Piikani, and Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region III. I would also like to note that the University of Calgary is situated on land adjacent to where the Bow River meets the Elbow River, and that the traditional Blackfoot name of this place is "Moh'kins'tsis", which we now call the City of Calgary.

