



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

CSJ 2021 - Audio/Video Coordinator

CJSW 90.9 FM is a successful recipient for funding from the 2021 Canada Summer Jobs program. As a successful recipient for funding, CJSW will hire seven positions over the course of this year's eligibility period.

These positions are limited to Canadian citizens between the ages of 18 and 30.

The Audio/Video Coordinator will work closely with CJSW's Music & Performance Director to capture and produce audio and video content. This producer will focus on audio and video production for CJSW Live Sessions, as well as developing content from archival audio. In-studio sessions will depend on current Alberta Health guidelines. In the absence of in-studio performances, the A/V Producer will work with staff to develop other original content; this could include, but is not limited to, local music-focused programming and podcasts, retrospectives, live-streams, creative video companion pieces.

The successful candidates for the Original Content Technician positions should have a thorough knowledge and broad appreciation for all types of and styles of original content creation with a focus on audio and video production and editing.

Term: 9 weeks at 30 hours per week @\$16.50 per hour. Applications will be accepted from November 12th, 2021 to 12pm on November 29th, 2021 with work ideally commencing on the week of December 6th, 2021.

Tasks and Responsibilities

- Reports primarily to the Music & Performance Director
- Recording, filming and editing content for FM broadcast and online broadcast
- Developing ideas, coordinating production and executing projects pertaining to CJSW original content programming which includes, but is not limited to, live sound engineering, video capture and production.
- Acting as liaison between CJSW and festival and venue partners to develop content opportunities
- Updating a guide of best practices for audio/video engineering at CJSW
- Engineering and capturing performances at CJSW's all-ages concert venue, The McHugh House
- Posting content to cjsw.com, iTunes and Soundcloud
- Promoting syndication of CJSW's original content for online consumption and use by other organizations
- Other duties as assigned

Required Skills

- Comprehensive understanding and appreciation of audio and video production
- Experience with Logic audio editing software is an asset





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- Experience with Adobe Creative Suite and/or Final Cut
- Some experience with live sound engineering is an asset
- Ability to critically assess recordings and make competent edits
- Self-motivated and willing to initiate projects
- Experience working with and inspiring volunteers
- Described as an open minded individual, creative thinker and excellent communicator
- Progressive attitude, good stress management, multi-tasking and organization skills are a must
- Familiarity with various social media platforms is an asset
- Web development experience is an asset

Please submit your cover letter and resume via email to manager@cjsw.com on or before 12:00pm on Monday, November 29th, 2021.

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).

