

Arts & Entertainment Department Coordinator Position Available

CJSF is a campus/community radio station broadcasting on 90.1 FM and located at Simon Fraser University in Burnaby, British Columbia.

The A&E Dept is responsible for promoting artists that are underrepresented by mainstream media through various means; including giveaways, reviews, interviews, event listings and sponsorships. The print content generated by this Dept. is published at www.cjsf.ca and the audio content airs as part of CJSF's spoken word programming component. The A&E Dept Coordinator is 1 of 4 volunteer Dept Coordinators, who reports to the Station Manager and Board of Directors, and is a member of the Executive Committee, which meets bi-weekly, to coordinate station operations. The A&E Coordinator holds 10 office hours or more per week to run the department. **This is a volunteer position**; however, a monthly honorarium of \$180 is provided, and \$200 of professional development funding may be requested each year.

Responsibilities:

- Promote A&E opportunities to CJSF members by forwarding press releases to specific CJSF programs, posting press releases on the A&E bulletin board, and sending a newsletter to A&E Dept volunteers
- Recruit, coordinate, motivate, provide resources for and train A&E volunteers to write, voice and produce both text and audio reviews, and to conduct interviews
- Process requests for A&E projects by acquiring media passes and review copies of films and books, scheduling interviews, and sending a copy of coverage to promoter/publisher to encourage their continued support of CJSF
- Ensure all A&E projects fit the CJSF mandate of promoting that are underrepresented by the mainstream media, and ensure that they adhere to the various Ticket Request and Review Writing Guidelines
- Organize and oversee on-air and on-line prize giveaways (tickets, books, CDs and other items)

Other Departmental Activities:

- Work in conjunction with CJSF's Public Relations Department to organize and implement sponsorships that fit CJSF's mandate and provide a positive promotional opportunity for CJSF
- Work in conjunction with CJSF's Production Department to compile and produce the weekly event listings
- Build and maintain relationships with A&E industry contacts; including artists, publicists, promoters, venue managers, media, etc.,
- Direct activities of Work Studies, attend biweekly Executive Committee Meetings, attend biannual CJSF General Meetings, and work toward the aims outlined in CJSF Radio's 2005 Strategic Plan

Qualifications:

- Self-motivated, reliable, with strong organisational skills
- Experience working with and coordinating volunteers
- Experience in non-profit organizations, and/or independent media – especially campus/community radio
- Ability to make judicious decisions guided by what is of benefit to CJSF Radio
- A strong work ethic, and excellent communication and motivational skills
- Necessary: an interest in promoting artists, events and projects not promoted by the mainstream media

For more information on this position, see <http://www.cjsf.ca/volunteer/work.php>

PLEASE FAX, DELIVER, MAIL OR EMAIL YOUR RESUME AND COVER LETTER TO:

ATTN: Station Manager, Simon Fraser Campus Radio Society
TC 216 Simon Fraser University, Burnaby, BC, V5A 1S6
FAX: 778 782-3695
EMAIL: cjsfmgr@sfu.ca

APPLICATION DEADLINE: January 18 – 5:00pm

Only candidates who are short-listed will be contacted. CJSF is an equal opportunity employer. CJSF encourages applications from individuals from traditionally disadvantaged groups including, but not limited to First Nations, women, queer folks, persons of colour, and people with disabilities.