

CJSF 90.1 FM

Volunteer Position of Production Department Coordinator

cjsf radio 90.1 fm

...is Burnaby's campus/community radio station. CJSF is volunteer-run and has over 150 members, including a small staff, volunteer Board of Directors and several volunteer department coordinators. Members are drawn from the campus of SFU and its surrounding communities. CJSF programming provides music and cultural programming, as well as information, issues, and viewpoints which may be underrepresented or unavailable through other media. The station is owned by the Simon Fraser Campus Radio Society, a non-profit organization and is funded by the students of SFU.

position description

The Production Department Coordinator coordinates the activities of the department, including training and assisting station members to use the production studio and recording and producing and placing produced PSAs, reviews, show promos and station IDs into on-air rotation. This involves extensive use of a sound board and digital audio production software (Adobe Audition, Audacity, etc).

The Department's Coordinator reports to the Station Manager and Board of Directors. It will take 10 or more office hours per week to coordinate the department. All Coordinators are required to attend General and Executive Committee Meetings and to coordinate volunteers in order to maintain their department. **This is a volunteer position. However, a monthly honorarium of \$320 is provided.**

duties

- provide production training to station volunteers on a regular basis
- coordinate production department volunteers and work studies (manage list of projects to be produced, recruit new volunteers)
- assist people with their production projects
- maintain the traffic (Ids, PSAs, Promos, etc) catalogue in AirTime and SAM Broadcaster (review and approve traffic messages, organize and prioritize carts in the on-air studio, manage list of projects to be produced)
- maintain the production studio (keep it tidy, monitor the computer, maintain studio booking schedule, maintain supplies)
- assist in the production of CJSF's weekly event listings
- check Better Impact volunteer management system weekly to review new sign-ups. Contact any new volunteers that appear to be interested in Production Department volunteer activities based on their application.
- Update volunteer records in Better Impact after training, etc.
- the production coordinator works with the training coordinator and other staff as part of the Training Committee to coordinate advanced training opportunities at the station

what we're looking for

- experience working with and coordinating volunteers
- personable and patient with good communication skills
- experience working with digital audio software (Audition, Audacity and similar)
- experience operating sound production equipment (sound boards, microphones, CD players, turntables, etc) - some training is available
- keen interest in creative uses of sound
- experience similar to SFU's CMNS 258 or FPA 147 an asset
- basic audio equipment servicing skills an asset
- experience with non-commercial media, especially CJSF
- previous volunteer/work experience with non-profit groups preferred

appointment:

one year

application deadline:

July 13, 2017

apply with resume and cover:

attn:

Station Manager, Simon Fraser Campus Radio Society,
TC 216 Simon Fraser University, Burnaby, BC V5A 1S6

or email to cjsfmgr@sfu.ca (please put *“Production Coordinator Application”* in the subject line)

CJSF encourages applications from individuals from traditionally disadvantaged groups including, but not limited to, First Nations, women, queer, persons of colour and immigrants.