

JOB Posting - CFUR is a non-profit, volunteer based campus community radio station that broadcasts from the University of Northern British Columbia.



3333 University Way Prince George, BC V2N 4Z9 (250) 960-7664



POSITION: Music Director

EMPLOYMENT TERM: January to April, 2018

DESCRIPTION:

Reporting to the Station Manager, the Music Director has responsibility for determining and overseeing an appropriate mix of musical content for the radio station through maintaining CFUR's ever-expanding music library and Northern British Columbia Audio Archive. This must reflect the interests and tastes of the listening community we serve; by the solicitation and review of recordings; and for maintaining the standards of quality for the music we program. This position will include work on both newly received and older music within the library on LP, Cassette, CD, and digital formats. If that sounds good to you, apply!

10 hours per week

JOB DESCRIPTION (but not limited to):

Industry Related	Technical	Community Oriented
<ol style="list-style-type: none"> 1. Establish and maintain contacts with recording companies and promoters to ensure a continuous flow of new material to the station in the genres of music aired 2. Develop and implement policies ensuring the consistency of the station's music programming with its mission 3. Provide tracking reports to designated industry publications, recording companies and promoters 4. Create and submit charts to different charting stations such as NCAA and !earshot-online 5. Solicit and review new recordings and store them in the music library 	<ol style="list-style-type: none"> 1. Assist in the maintenance of the digital and physical library's content, and equipment 2. Learn use of Metadata tags in order to process files properly (Album, Artist, comments, etc) 3. Fix errors within the library & work to make the library increasingly age-friendly 4. Limited program scheduling duties & software understanding 	<ol style="list-style-type: none"> 1. Act as FPO or First Point of Contact for people entering the office for first time 2. Train volunteers of ALL ages to use, and contribute to, archives 3. Announce new recorded music acquisitions to the radio station 4. Learn to understand and appreciate music of all kinds 5. Review proposals of new music programs 6. Communicate with hosts respectfully to conduct Program Reviews 7. Grant writing a method for position expansion

other duties as necessary

continued

QUALIFICATIONS (not required but would be considered an asset):

- an ability to manage others
- a professional demeanor
- strong organizational skills and attention to detail
- a breadth and depth of knowledge about (and tolerance for) music of all genres
- an understanding of the interests and tastes of the Prince George listening community
- excellent communication skills
- Social Media savviness
- basic knowledge of iTunes, Google Spreadsheets, and Office Suite
- familiarity with CFUR's programming and mandate
- experience with youth, elders, community organizations and/or not-for-profit organizations
- patience, miles of it

HOW TO APPLY:

Please send your attached resume, and cover letter, to CFUR Station Manager, Ian Gregg (stationmanager@cfur.ca). Make sure the subject line reads: '**Music Director Application**'. Only those selected for an interview will be contacted.

All applications must be submitted before December 15th, 2017, at 4:00 p.m PST. **The sooner the better.** Applicants may apply for multiple positions. CFUR is an equal opportunity employer.



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