

## Spoken Word Coordinator Job Posting

CJSW Radio, the University of Calgary Student Radio Society, is looking for an **Original Content Coordinator** to oversee the news and spoken word department at the station, one of Canada's most established and respected campus/community radio stations.

The successful candidate for the **Spoken Word Coordinator** position should have a thorough knowledge and broad appreciation for all types of and styles of original content creation.

### **\*\*Duties & responsibilities:\*\***

- Reports to the Program Director
- Train volunteers of varying experience in every aspect of producing broadcast-worthy content
- Develop **spoken word and news** content for FM broadcast and online exclusive broadcast
- Develop ideas and coordinating production of CJSW's pre-recorded original content programming
- Act as liaison between CJSW and campus and community partners to develop content opportunities
- Assist in the production of original content
- Evaluate existing CJSW programs and developing new content ideas with volunteers and staff
- Ensure CRTC regulations are met and best journalistic practices are present in all spoken word content
- **Post** content to [cjsw.com](http://cjsw.com), iTunes and Soundcloud
- Promote syndication of CJSW's original content for use by other organizations
- Engage and lead volunteers to produce specialty programming (election coverage, documentaries, etc.)
- Other duties as assigned

### **\*\*Qualifications:\*\***

- A comprehensive understanding and appreciation of campus/community radio and a deep knowledge of all varieties of non-commercial news and spoken word radio/podcasting
- Ability to critically assess potential news stories and interviews in an ethical and timely manner
- **journalism training/experience and documentary production experience are assets**

Self-motivated and willing to initiate and projects

- Experience with Logic audio editing software is essential
- Experience working with and inspiring volunteers to create informative and entertaining programming
- **Being an** open-minded individual, creative thinker and excellent communicator
- A progressive attitude, good stress management, multi-tasking and organization skills are a must
- Experience with Adobe Creative Suite an asset
- Familiarity with various social media platforms is an asset
- Web development experience is an asset
- A post-secondary education is an asset

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, July 9th, 2018

**\*\*Position Start Date:\*\*** As soon as possible

Please apply by sending your resume and cover letter and links to three separate pieces of audio produced by the applicant to [manager@cjsw.com](mailto:manager@cjsw.com) under the message title of "Spoken Word Coordinator Job Posting".

CJSW 90.9FM broadcasts from Treaty 7 Territory. We are grateful to be on the traditional territory of the Blackfoot, 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).