

Job Posting

Music Director

CFUV 101.9 FM

University of Victoria Student Radio Society

Job Description:

The Music Director is responsible for overseeing the day-to-day operation of CFUV's Music Department. This position includes curating physical and digital submissions for CFUV's music library and also seeking out music that is underrepresented on our airwaves.

The Music Director is the first person at the station to learn about new music. They will work with local, national and international artists, labels, promoters and publishers to ensure CFUV continues to support local, independent and emerging music. CFUV has a strong tradition of diverse musical representation on the airwaves and the next Music Director will be expected to build on this legacy.

The Music Director will work with other staff to train and supervise volunteers in the operation of the Music Department. They will be available to consult with CFUV programmers about the new music coming into the station to help develop our on air programming. They will also work with the Program Director to coordinate live performances and interviews with local and touring musicians.

Qualifications:

1. Experience working in campus and community radio
2. Excellent interpersonal and communication skills
3. Able to work independently and meet deadlines
4. Experience working with and directing volunteers
5. Strong computer skills and able to learn new software
6. Wide musical knowledge and an appreciation of all genres
7. Strong clerical work and attention to detail
8. Willing to work flexible hours and some weekends

Principal Duties:

The Music Director reports directly to the Station Manager and will also work with the Program Director and Coordinator of Volunteers. The Music Director will be expected to train, supervise and coordinate volunteers, work as part of a team, and will also be expected to work independently.

Specific areas of responsibility include:

1. Ensure the smooth operation of CFUV's Music Department including, but not limited to:
 - a. Evaluating and processing music submissions
 - b. Maintaining the music library
 - c. Compiling and reporting weekly music charts
 - d. Coordinating with local, national and international artists, labels, publicists, promoters and other industry representatives on behalf of CFUV
2. Training and supervising volunteers and other staff in the operation of the music department
3. Assisting volunteer programmers in developing musical content for their radio programs
4. Working with the Program Director to coordinate live music performances and interviews
5. Assisting in the planning and execution of CFUV's annual funding drive
6. Other duties as required

Terms of Employment:

25-35 hours a week, salary \$20,800-\$26,845 plus benefits (health, dental, mental). 3 weeks vacation. May be required for some weekend and evening work.

The anticipated start date for this position is **August 1st, 2016**

A criminal record review is required immediately upon hiring, at the employee's expense, but upon a successful review the employee will be compensated for the criminal record review fee.

Send resume and cover letter as a single PDF: *Attention: Personnel Committee; email cfuvman@uvic.ca.* Please, no phone calls or fax submissions.

Deadline: Tuesday July 19, 2016 at Midnight

CFUV is an equal opportunity employer and candidates from underrepresented communities are encouraged to apply. Everyone is thanked for applying; however, only those selected for an interview will be contacted.