



# CKDU IS HIRING A STATION DIRECTOR

*CKDU-FM is a non-profit campus and community radio station and student society based at Dalhousie University, serving listeners throughout the Halifax Regional Municipality. Our mandate is to provide an alternative to private and public broadcasters and serve as a forum for diverse and under-represented voices and artists. The station broadcasts 24 hours a day, 365 days a year and is run by roughly 150 volunteers, a volunteer board of directors, and 4 permanent part-time staff.*

## **NATURE OF THE JOB:**

The Station Director is responsible for the financial and administrative operations of the station. This includes developing and administering budgets, overseeing and monitoring fundraising, communicating with the CKDU Board of Directors, the Dalhousie Student Union and external organizations like the CRTC, all the while working within the cooperative staff structure, as a part of station committees, and with volunteers on station projects.

## **DUTIES**

The duties of Station Director are as follows:

### **OFFICE MANAGEMENT & ADMINISTRATION**

- Administrate Human Resources tasks included but not limited to:
  - Acting as liaison between the Board and all other staff as well as the administrator for all contract employees
  - Coordinate relevant employment paperwork for all new and current employees, both permanent and temporary;
  - Additional paperwork and HR administration as per the Board's request, such as striking Hiring Committees which may include consultation with the staff collective, making offers, and delivering decisions.
  - Administrate and help the Board with annual and periodic (for probationary employees) evaluations.
- Attend weekly staff meetings, and participate in a collective staff structure;

- Manage day-to-day cash flow, bill payments, cheque requisitions, deposits, petty cash, grant funding, project expense reports, and budgets;
- Work with Finance Committee to develop, implement, and monitor operating and capital budgets and long-term fiscal planning;
- Work closely with the Bookkeeper, Dalhousie Student Union Accounting Department, and CKDU FM's bank to monitor requisitions, accounts, and all other financial matters;
- Maintain and monitor station resources and office supplies for all departments, including Programming, Music, and Tech to prioritize station needs in a fair manner. This includes consulting with staff in each department;
- Oversee, plan, and manage a communications and marketing strategy that includes traditional media as well as online and social media content (including but not limited to an e-newsletter, website maintenance, community promotions, and social media management). These tasks can be delegated but the planning and responsibility will be that of the Director.

### **INCOME DEVELOPMENT**

- Be primarily responsible for the funding development and advancement strategies for the station, including but not limited to significant work in support of CKDU's annual fundraising event (Funding Drive) working in conjunction with Staff, Board, and volunteers.
  - Provide logistical support for both ongoing fundraising and Funding Drive events, prizes, promotions, and programming (in conjunction with the Program Director)
  - This will require extra time and effort during the lead up to and during Funding Drive Week
- Oversee and guide any positions created or hired for directly impacting funding development.
- Solicit and monitor grant applications with (but not limited to) the Community Radio Fund of Canada, municipal and provincial grants, DSU, etc.;
- Solicit and monitor local and national advertising sales, and oversee contracts, billing, and work with the programming department to coordinate ad production and scheduling;

### **GOVERNANCE & OUTREACH**

- Act as primary liaison to the Dalhousie Student Union, King's Students Union, governmental agencies and the community;
- Ensure CKDU meets DSU/KSU standards for Societies;
- Sit on the CKDU Board of Directors as a non-voting staff representative;
- Sit on the Finance and Policy Committees as the staff representative, and any committees requested by the Board;
- Maintain documents required by regulatory, licensing, and monitoring bodies including (but not limited to) SOCAN, the CRTC, Registry of Joint Stocks, Industry Canada, Workers Compensation, and other government or licensing departments;
- Coordinate Annual General Meeting in accordance with requirements of CKDU's by-laws and the Registry of Joint Stocks;
- Keep information, like director lists, policy changes, and constitutional changes, current with (but not limited to) Nova Scotia Registry of Joint Stocks, SOCAN and the CRTC;
- Maintain excellent relationships with community partners, organizations, and small business. This includes partnered or sponsored events.

## **REQUIRED QUALIFICATIONS:**

- Financial management experience or knowledge, esp in not-for-profit environment;
- Administrative skills and/or experience;
- Volunteer management, team building, and/or leadership skills;
- Strong understanding of campus community radio and familiarity with CRTC regulations;
- Fundraising, grant writing and promotions experience;
- Computer skills: strong level of comfort in basic office software, social networking, databases; ability to adapt to Linux OS;
- Ability to work independently;
- Ability to prioritize tasks; to set and achieve goals.

## **DESIRED QUALIFICATIONS:**

- Experience working or volunteering in community radio;
- Radio production and/or digital audio editing skills or experience;
- Knowledge of and interest in a wide variety of cultural, musical, and political expressions;
- Experience in or understanding of cooperative work environments ;
- Advanced computer skills (design & layout);
- Experience in promotion or event coordination.

## **HOURS & RENUMERATION**

The Station Director is a permanent contract position. Start date is ideally **June 15, 2015**. Compensation is in the amount of \$35,000-\$40,000 per annum and a 1.11% MERC at 35 hours per week (approximate) paid monthly through Dalhousie University Payroll Services. Hours will work on a needs basis, as this is a salaried position. If overtime is worked, no pay will be issued, however in lieu time may be used at the approval of the Board. The Station Director is eligible for vacation according to the CKDU Employment Policy.

## **APPLYING:**

Submit a resume with cover letter in person, by mail or pasted into the body of an email (we do not accept applications via fax) to:

Station Director Hiring Committee  
c/o CKDU - FM  
6136 University Ave.  
Halifax, NS B3H 4J2

or [hiringcommittee@ckdu.ca](mailto:hiringcommittee@ckdu.ca) (*SUBJECT LINE Station Director*)

**Application deadline: 5:00PM AST, May 29, 2015**

*CKDU is an equal opportunity employer and strongly encourages applications from*

*minority and under-represented groups. Please help circulate this job posting.*