July 14, 2016

Job Posting: CKXU Program Director

CKXU is a non-profit, volunteer based campus-community radio station that broadcasts from the University of Lethbridge. CKXU is currently hiring for the position of Program Director. The successful applicant would be responsible for all of the Station's programming activities. The position requires a time commitment of at least 20 hours per week.

Accountable to the Station Manager, the Program Director works as part of the CKXU team and is expected to be involved and take responsibility in many areas of the station's operations.

The successful candidate's responsibilities will include, but are not limited to:

- Maintenance and curation of the on-line programming schedule
- Maintaining an updated list of programmers
- Liaising with volunteer programmers
- Daily programming of CKXU's 24h broadcast system
- Ensuring that all programmers are properly trained, both in respect of broadcasting activities and of production activities
- Organizing and leading the Programming Committee
- Overseeing the activities of certain other Administrative Officers and committees
- Act as a liaison to the community, the CRTC, and SOCAN: programming concerns, on-air regulatory requirements

* Applicants should be advised that they will be required to be on-call at irregular hours in order to ensure continuity of programming.

Qualifications:

- An understanding and appreciation of the role of campus/community radio in the Southern Alberta area
- Strong communication and people skills; positive attitude, creative thinker, open mindedness, demonstrated ability to work with and delegate volunteers
- Strong organization skills; ability to prioritize tasks and objectives
- Practical experience in musical and spoken word programming and production
- Understanding of basic sound production broadcast equipment and operations
- A general understanding of Windows, Mac, and Ubuntu computer operating systems
- Experience with audio editing software (i.e. Audacity, Logic, Pro-tools) as well as a familiarity with file sharing programs, Microsoft Office Suite
- Experience in community radio and/or community organization will be considered a
- Post-secondary education in Communications, Broadcasting, or Media will be considered an asset, or an equivalent background gained through hands- on experience
- Experience with Rivendell Open Source Radio Automation software will be considered an asset
- A valid class-5 driver's licence is considered an asset
- Post-secondary education is an asset

Benefits:

- Quiet, shared office space located on campus in the University of Lethbridge Students' Union Building
- Working a unique and fun environment.

Salary: Part-time; 20 hrs /wk; $12000 /yr

Application Deadline: Friday, July 29th 2016 @ 4:30pm

Interviews will be held: Wednesday, August 03rd 2016 @ 6:00pm

Contract to begin: Monday, August 22nd 2016

Terms of Employment -
The Program Director is employed for a three month probationary period and upon a successful performance review may have their work term extended until August, 2017. Subsequent renewals are on an annual basis following successful performance reviews.

Please send **resumes and cover letter** to manager@ckxu.com in PDF file format

(or)

Drop off at SU-162 Monday – Sunday between 8:00am – 8:00pm (Just slip it under the office door if it's closed!)

CKXU is an equal opportunity employer. All are thanked for applying, but only those who are considered for an interview will be contacted.