



CiTR 101.9 FM | Discorder Magazine | LL500-6133 University Boulevard. Vancouver BC, V6T 1Z1  
604.822.1242 | [www.citr.ca](http://www.citr.ca) | [www.discorder.ca](http://www.discorder.ca)

## **CiTR & Discorder is hiring a STATION MANAGER**

CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, beginning as a student club in 1937, and gaining not-for-profit status and a place on the FM dial in 1982. Run by the Student Radio Society of UBC, CiTR offers students and community members broadcast training and access to the airwaves. CiTR offers alternative coverage of every genre and perspective, with a mandate to support niche programming and Canadian and local artists. Since 1983, CiTR has also published Discorder Magazine, providing Vancouver's best monthly coverage of the local music and arts scene.

Over the next three to five years, CiTR aims to improve the quality and diversity of our on-air programming, explore media and technology to expand our reach and content, maintain a high proportion of students on-air and promote our content and services to students, community members and listeners.

The Station Manager is the leader of this dynamic organization, responsible for developing and implementing strategies to achieve these goals. This position provides overall management for CiTR, managing 20+ employees, 150+ on-air programmers and a society membership of 450+ volunteers and reporting to the Board of Directors.

### **The Station Manager is responsible for:**

- A) Building an open, participatory and collaborative organization that engages and attracts students and volunteers. This includes:**
- Facilitating a student-run organization that actively involves students and volunteers in decision making and integrates new volunteers into the workings of CiTR
  - Creating a positive, inclusive, volunteer-friendly culture and recruiting those with an interest in campus/community radio
  - Supporting the Board of Directors, Student Executive and CiTR's membership, ensuring participation in governance and operations and transparency in reporting
- B) Managing the strategic direction and the day to day management of a healthy and effective not-for-profit organization:**
- Guiding strategic planning processes in consultation with the Board of Directors and student leadership. Working with all levels of the organization to create, update and implement a strategy and vision for CiTR and Discorder, and evaluate progress towards these goals
  - Maintaining CiTR's broadcast license, responsible for CRTC submissions, reporting and compliance with regulation
  - Managing finances, including budgeting, reporting, grant writing and financial planning
  - Coordinating and directing all revenue generating activities, including fundraising, grants, advertising, DJ services, equipment rentals and special events
  - Managing immediate human resources, including hiring, developing job descriptions, supervision, managing performance, managing conflict and the coordination of staff, contractors and volunteers
  - Managing marketing and promotions, including media relations, media sponsorships of community events and festivals, and membership recruitment
  - Managing capital equipment, technology, software and digital processes in consultation with CiTR's engineering, programming and technical staff



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- Managing internal communication with board members, student leadership, staff, volunteers and CiTR members
- Managing and maintaining positive relationships with regulators and stakeholders including the CRTC, Industry Canada, the Alma Mater Society, the University of British Columbia, local businesses, funders and community organizations
- Maintaining relations with other campus and community radio stations, the NCRA, and other media stakeholders
- Understanding, researching and representing CiTR on issues of policy, legislation, regulation, copyright, developing and updating policies and processes as necessary
- Strategizing ways to adapt, remain relevant and serve our mandate/community given the changing nature of broadcasting, publishing, media production, content creation and the applications of new media and technology

**The ideal candidate will exhibit the following qualities:**

- Collaborative management, governance and strategy
- Capacity to lead, manage and motivate others
- Strong managerial and administrative skills
- A commitment to high quality service
- Friendly, engaging, approachable
- Proven ability to work with diverse populations
- Excellent analytical, interpersonal and communication skills (oral and written)
- Strong critical thinking, problem solving, grant writing and project management skills
- Strong financial management skills
- Strong conflict and interpersonal resolution skills
- Knowledge and commitment to anti-oppressive practice and training
- Demonstrated flexibility and willingness to take initiative
- Commitment to developing ongoing professional knowledge and skills
- A passion for community radio, independent magazines and media production

**Start date:** March 28th, 2018    **Hours:** 35 hours/week    **Salary:** \$38-45,000 with benefits

**Terms of employment:** The Station Manager will be hired as an employee on a 1-year contract, with a three-month probationary period, with the intention of renewal after a successful performance review.

The Student Radio Society of the UBC is an equal opportunity employer that encourages applicants from underrepresented groups. Only short listed applicants will be contacted.

**To apply, send a resume and cover letter by Friday, March 3rd, to Halla Bertrand, President, at [president@citr.ca](mailto:president@citr.ca)**



