



JOB DESCRIPTION

JOB TITLE: Program Director	SUPERVISOR: Station Manager
<p>94.9 CHRW / Radio Western, London, Ontario, Western University 1 Year Contract, Full-Time, 37.5 (approx.) includes occasional evenings and weekends Start Date: April 13, 2015 (tent.) Forward resume & portfolio for review by April 1, 2015 at 3pm to: Grant Stein, Station Manager, chrwgm@chrwradio.ca No phone calls please. Only those deemed qualified will receive notification of interviews.</p>	

<p>POSITION SUMMARY: The Program Director manages all on-air programming by working with hosts, producers, writers and programming coordinators to create programming that is interesting, relevant and desirable by local listeners.</p> <p>The Program Director works with News, Sports, Spoken Word, Production and Marketing Coordinators to organize the efforts of all volunteers and employees to assist with day-to-day operations; and within guidelines as set out by the Station Manager and the CHRW Board of Directors.</p> <p>The Program Director trains and coaches on-air hosts and prospects, conducts reviews of current shows, works closely with writers and producers to create imaginative content, and gives direction to volunteers and Programming Coordinators to achieve goals set out in CHRW Strategic Planning documents. The Program Director oversees the quality control of all music programmers and maintains high standards of alternative broadcasting.</p> <p>The Program Director ensures the programming is unique to London and meets the conditions of the Broadcast license of CHRW as laid out by the Canadian Radio-Television and Telecommunications Commission.</p>
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POSITION RESPONSIBILITIES	STANDARDS
<p>To perform the Program Director job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required as the Program Director.</p> <p>1. SUPERVISORY</p> <ul style="list-style-type: none"> Shape the on-air sound and presentation of Music & Multicultural programs through training, monitoring, and evaluation of on-air style, presentation and technical operations in conjunction with applicable Programming & Show Review Committees and the Station Manager. 	<p>as required</p>

<ul style="list-style-type: none"> • Train, develop and coach volunteers and part-time staff in CHRW Policies and Procedures, CRTC Regulations etc. and ensure they are being followed. • Ensure remote broadcasts are carried out by on-air hosts. • Ensure all Promotions created by the Marketing Department are carried out by on-air hosts. 	<p>as required</p> <p>as required</p> <p>as required</p>
<p>2. OPERATIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Instruct volunteers on programming, interviewing and all other aspects of on-air programming. • Ensure all on-air shifts are scheduled and covered. • Conduct show review sessions with show hosts. • Address volunteer and listener programming concerns; involve the Station Manager as appropriate. • Ensure the integration of scheduled sports remote broadcasts for the year in conjunction with the Sports Coordinator. • Organise, promote, and co-ordinate special programming elements and promotions, including live broadcasts, remote broadcasts, promotion of local arts community, fund raising, Orientation week and recruitment. These activities are undertaken in conjunction with all Station staff to maintain high quality programming. • Schedule, log and monitor all on-air commercials, promotional announcements and other timed aspects of CHRW's broadcast day. • Update information on the station website & social media on a regular basis. • Conduct, instruct and supervise recording sessions using Adobe Audition. • Fill-In as a show host. 	<p>as required</p> <p>as required</p> <p>as required</p> <p>as required</p> <p>as required</p> <p>as required</p> <p>as required</p> <p>as required</p> <p>as required</p>

<p>3. REGULATIONS & DOCUMENTATION</p> <ul style="list-style-type: none"> • Ensure all CRTC Rules and Regulations, The Broadcast Act and CHRW Policy & Procedures are followed with respect to programming. • Ensure music programming satisfies CHRW's mandate of providing alternative campus and community programming. • First Aid Certified. • Health and Safety training as per the OHSA. 	<p>as required</p> <p>as required</p> <p>training provided by CHRW</p> <p>training provided by CHRW</p>
<p>4. REPORTS</p> <ul style="list-style-type: none"> • Complete and submit to the Station Manager evaluations of all shows and on-air announcers. • Complete program logs and logger checks. • Submit a year-end summary of programming activities, accomplishments, projections and goals, along with suggestions for improvements for the upcoming year to the Station Manager. • Submit advertising affidavits to USC Finance contact, Target Broadcast Sales & USC Advertising Department and the Station Manager. 	<p>as required</p> <p>daily</p> <p>annually, as scheduled</p> <p>as required</p>
<p>5. MEETINGS</p> <ul style="list-style-type: none"> • Schedule and chair Programming & Show Review Committee meetings. This includes recording & distributing minutes. • Attend all regularly scheduled Operations meetings. 	<p>as required</p> <p>as scheduled</p>
<p>6. PLANNING</p> <ul style="list-style-type: none"> • Develop strategies for achieving department and station goals in conjunction with the Station Manager and staff. 	<p>as required</p>

<p>7. COMMUNICATIONS</p> <ul style="list-style-type: none"> • Report any misuse/misconduct in the department which impacts on the operation to the Station Manager. • Report technical issues which impacts on the operation to the Station Manager. • Liaise with advertising department, general public, cultural organisations, clients, USC Managers, USC, USC Clubs, SOCAN, etc. • Act as a general inquiry resource for the general public, local non-profits & charities, cultural groups, club owners and performers, advertising agencies, local media outlets such as The Western Gazette, Western News, Western TV and the London Free Press & CTV News. 	<p>immediately</p> <p>immediately</p> <p>as required</p> <p>as required</p>
<p>8. OTHER DUTIES AS ASSIGNED</p> <ul style="list-style-type: none"> • The Program Director assumes other responsibilities as assigned by the Station Manager. 	<p>as assigned</p>

EDUCATION: A post-secondary education is an asset.

EXPERIENCE:

- Minimum 2 years' experience supervising and training volunteers and/or staff.
- Broadcasting experience, particularly in a campus-community radio context;
- A deep familiarity & appreciation of Campus and Community radio objectives and managing volunteers.
- Creative thinker, open minded, able to prioritize and achieve goals.
- Must be familiar with all aspects of studio and recording equipment and software such as Adobe Audition.

[NOTE: MAY USE EQUIVALENT COMBINATION OF EDUCATION/EXPERIENCE.]

OTHER CONSIDERATIONS/SKILLS/EXPERIENCE WHICH WOULD BE ASSESTS:

- Supervising the development of programming in a campus community environment;
- Extensive knowledge of management principles and practices, especially as they relate to a non-profit organization;
- Experience training supervisors;
- Using Pro Tools in a live-to-air and/or recording environment;
- Access to a vehicle for remote location broadcasts.

WORKING CONDITIONS: Generally in the CHRW office environment and remote locations both on campus and off. Will be required to work some evenings and weekends.