

Job Posting: CKXU Program Director

CKXU 88.3 FM is a volunteer driven radio society that provides independent campus and community radio and opportunities through programming, tools, training, and events in the Southern Alberta region. We are currently hiring a Program Director for a 1-year contract with potential to expand into a permanent contract at the end of the term.

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

- Management of CKXU's On-Air programming experience, including responding to any emergency programming-related complications (dead air, equipment failure, etc.);
- Receiving AD Traffic Contracts and coordinating production as necessary, as well as producing proof-of-play reports for the Executive Director;
- Maintain strong working knowledge of CRTC and SOCAN Broadcast Regulations, and, in the case of on-air reporting or audit acting as the CKXU point-of-contact;
- Coordinating all audio production for station marketing purposes;
- Working collaboratively with the Executive Director to maintain and oversee all programming-related station technology, tools, and assets, and to ensure on-air advertising contracts are fulfilled;
- Working collaboratively with the Promotions Coordinator to script, record, and produce station audio such as show promos, stingers, PSAs, ADs, radio plays, etc.
- Working collaboratively with the Music Director to maintain and review content in the on-air automation system, to keep volunteer programmers informed about interview opportunities, to train, support, and monitor Music Dept volunteers, and to execute CKXU's Volunteer Recruitment & Retention Plan;
- Working collaboratively with the Operations Director to train, support, and monitor Music Dept volunteers, and to execute CKXU's Volunteer Recruitment & Retention Plan;
- Supervision of any and all volunteer programmers for programming initiatives.

Qualifications:

- Strong communication and people skills;
- Strong organization skills, ability to prioritize tasks and objectives;
- Practical experience in musical and spoken word programming and production;
- Working knowledge of editing software such as Audacity, LogicPro, Reaper;
- Working knowledge of broadcast equipment and software;
- The ability to work well with a diverse range of individuals in a team setting;
- Experience with iMediaTouch Automation software will be considered an asset.

Hourly Requirements and Salary Info:

- 32 hrs / week
- \$25,344 / annual with Health Benefits

Application Deadline: Applications accepted from July 7 to 23, 2021

Application Instructions: All interested applicants are encouraged to submit a **Cover Letter and Resume** to Genna Bouchier, Executive Director at manager@ckxu.com

CKXU 88.3 FM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, or disability status.