



3333 University Way Prince George, BC V2N 4Z9 (250) 960-7664



## JOB POSTING

**POSITION:** *Live Performance Producer*

**EMPLOYMENT TERM:** *May 5th - August 29th, 2014*

### **DESCRIPTION:**

CFUR is a non-profit, volunteer based campus community radio station that broadcasts from the University of Northern British Columbia. Reporting to the Station Manager, the Live Performance Producer works as part of a team and is expected to be involved and take responsibility in many areas of the station's operations.

35 hours per week

### **JOB DESCRIPTION (but not limited to):**

1. Produce a bi-weekly live performance with a local or touring musical group
2. Coordinate and schedule performances, video and audio editing, and audio engineering
3. Promote and advertise performances, before and after
4. Coordinate and schedule interviews, performances, and features with the Program Director
5. Develop a procedural handbook for future station use

### **QUALIFICATIONS (not required but would be considered an asset):**

1. Excellent computer skills, website management and building skills would be an asset
2. Knowledge of the local music scene
3. Knowledge of and interest in live music production and promotion
4. Knowledge of CFUR's programming and mandate
5. Experience with community organizations and/or not-for-profit organizations

### **HOW TO APPLY:**

Please send your attached resume and cover letter to CFUR Station Manager, Fraser Hayes (fhayes@cfur.ca). Make sure the subject line reads: 'Live Performance Producer Application'. Only those selected for an interview will be contacted.

All applications must be submitted before *April 25th, 2014, at 4pm PST*. Applicants must be between 16 and 30 years old. Applicants must have been registered in full-time secondary or post-secondary in the winter 2014 semester and plan to return in the fall.