



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)

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## **CiTR is hiring a MUSIC DEPARTMENT 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 is a campus-based community radio station, student-driven while serving the larger community. 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 coverage of the local music scene.

Over the next five years, CiTR aims to increase the percentage of students on-air, improve our online content distribution and provide high quality service to listeners, programmers and volunteers. The Music Department Manager is expected to play a leadership role in developing and implementing strategies and policies to achieve these goals.

**The Music Department Manager is responsible for:**

**A) Building an organization that engages and attracts students and volunteers. This includes:**

- Facilitating a student-run organization that involves students and volunteers in decision making
- Creating a positive, volunteer-friendly atmosphere at the station, and recruiting those with an interest in campus/community radio
- Facilitating the integration of new volunteers into the workings of CiTR and the music department

**B) Managing the operation of CiTR's Music Department. This includes:**

- Working with CiTR Staff and volunteers to create, update and implement a vision for CiTR's music department
- Leading teams of staff and volunteers to assist with the operations of the music department
- Ensuring a constant supply of music that supports CiTR's mandate, with an emphasis on local, independent and niche artists
- Supporting CiTR's music programmers, and identifying and implementing strategies to support Vancouver's local music scene
- Communicating with all CiTR stakeholders with respect to the music department, and promoting music department initiatives to our listeners and volunteers
- Building and maintaining relationships with labels, promoters, distribution companies, music industry representatives and artists. This involves responding to tracking requests, coordinating interviews and managing CiTR's music servicing
- Overseeing the maintenance, growth and ongoing improvement of CiTR's physical and



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digital libraries

- Assist with the planning and execution of CiTR events, particularly those involving local bands, including the Fundrive Finale, monthly music showcases, and Shindig, CiTR's annual battle of the bands
- Representing CiTR's music department on issues of policy, regulation, copyright, and all other issues that affect music at CiTR through organization and chairing of a music committee
- Strategic planning and evaluation within the music department, and working with others to plan and evaluate the station as a whole
- Strategizing what CiTR must do to stay relevant to society given the changing nature of broadcasting

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

- Capacity to lead and motivate others
  - Ability to manage staff and volunteers
  - A commitment to high quality service
  - Friendly, engaging, approachable
  - Excellent analytical, interpersonal, and communication skills (oral and written)
  - Ability to manage conflict and interpersonal issues
  - Knowledge of the music industry
  - Familiarity with and enthusiasm for all types of music
- Understanding computer databases, digital music consumption and new technologies and applications in the music industry
- Strong critical thinking and problem solving skills
  - Strong organizational and project management skills
  - Demonstrated flexibility and willingness to take initiative
  - Commitment to developing ongoing professional knowledge and skills
  - Proficiency and experience with broadcasting and broadcast equipment

**Hours:** 28 hours/week

**Wage:** \$17.00/hour

**Terms of employment:** The Music Department Manager will be hired as an employee on a 1-year contract.+

Please send a resume and a cover letter to Halla Bertrand at [president@citr.ca](mailto:president@citr.ca). Applications are due March 14th, 2018.



