



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



Position: Music Director

Closing Date: September 18th, 2015

Description:

CFUR is a non-profit, volunteer based campus community radio station that broadcasts from the University of Northern British Columbia. The Music Director is responsible for the upkeep and maintenance of the music library and music database. The Music Director works with the Program Director to ensure music programming at CFUR meets required standards and mandate. The position requires a time commitment of at least **10 hours per week, remuneration will be decided based on experience and qualifications.**

Job Description (not limited to):

1. Coordinate volunteers in the music department
2. Facilitate physical and digital library management, sorting, cleaning
3. Process new releases, and select music to be sent to the Library considering genre representation, and quality
4. Compile and report weekly charts to Earshot, CMJ, and cfur.ca
5. Assist programmers in arranging artist interviews and in-studio appearances
6. Assist in aspects of CFUR fundraising such as event planning, soliciting prizes and other tasks as required
7. Maintain good communications with a wide variety of artists and record companies and keep regular "tracking hours"

Qualifications:

1. Volunteer management/team building/leadership
2. Knowledge of and interest in a wide variety of cultural and musical expressions
3. Excellent computer skills (Mac and PC), website management and building skills would be an asset
4. Experience in community/campus radio
5. Knowledge of CFUR's programming and mandate
6. Experience with community organizations and/or not-for-profit organizations

How to apply:

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