

## Job Posting: Operations and Programming Manager

Kootenay Co-op Radio, Nelson, BC

CJLY 93.5 FM

[www.kootenaycoopradio.com](http://www.kootenaycoopradio.com)

### About

CJLY-FM (Kootenay Co-op Radio – KCR) is a non-profit, volunteer-driven community radio station located on the traditional, unceded territories of the Sinixt and Ktunaxa peoples. We are structured as a Community Service Co-operative and we are a proud member of the Upper Columbia Co-op Council. We operate from 308A Hall Street in beautiful Nelson BC.

KCR is an equal opportunity employer. We employ personnel without discrimination based on race, ancestry, place of origin, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, and physical and mental disability. Applicants are welcome to self-identify any diversity status in their application.

### Position

The **Operations and Programming Manager** is responsible for overseeing Kootenay Co-op Radio's day-to-day technical and building maintenance operations, assisting programmers, and ensuring the scheduling and downloading of imported and repeat programming. The position is ultimately accountable for the on-air "product" of KCR, working with KCR programmers and volunteer base and supported by the Programming Committee and fellow staff.

This continuing position is 25 hours per week, reporting to KCR's Board of Directors and its Personnel Committee. The position works together with two other part-time staff as well as individuals in occasional temporarily funded positions.

### Tasks and Responsibilities

- Plans and manages technical and building operations and maintenance; ultimately responsible for building and facility safety.
- Ensures functional operation of: two studios; Nelson BC transmitter; Pilot Point BC transmitter; and KCR webstream.
- Ensures compliance with regulatory requirements (with Administrative Manager).
- Works with the Programming Committee and volunteers to deliver consistently high-quality programming, meeting our commitments to regulators and our communities.
- Shares responsibility with other staff and volunteers for KCR office duties.
- May participate in hiring/supervising grant-based or short-term job positions related to technical, building or programming.

- Participates in KCR's annual strategic planning process.
- Takes initiative to address the goals and actions in the strategic plan related to their role.
- Attends staff meetings.
- Reports in writing to the Board of Directors monthly and attends board meetings as required

### **Qualifications**

- Demonstrated experience installing, maintaining, troubleshooting and operating technical equipment
- Familiarity with basic building maintenance, applicable building codes and WorkSafe BC regulations
- Excellent written and verbal communication skills
- Administrative, analytical, and project management skills
- Ability to delegate and oversee projects
- Experience coordinating, mentoring, and motivating volunteers
- Demonstrated ability to manage multiple projects and consistently meet deadlines
- Ability to work and make decisions independently and in collaboration with others
- Ability to work effectively with a diverse population
- Conflict resolution, interpersonal and management skills
- Commitment to developing ongoing professional knowledge and skills

### **Assets**

- Sound conceptual understanding of radio transmission
- Audio/broadcasting equipment and transmission experience
- Experience with electronic delivery options for broadcasting
- Working knowledge of Windows and Linux operating systems
- Live sound engineering and recording
- Familiarity with audio editing programs (e.g., Audacity, Sound Forge)
- Familiarity with social media and web building platforms (e.g., WordPress, Facebook, Instagram)
- Familiarity with the Canadian Broadcasting Act and CRTC regulations related to broadcasting
- Familiarity with Innovation, Science and Economic Development (ISED) Canada regulations, codes, and processes relevant to radio broadcasting
- Ability to manage security and stability of a network, including backups and recovery
- BC Driver's License (Class 5)
- Experience training volunteers
- Grant-writing experience

- Previous experience in the Campus & Community Radio and/or non-profit sector

### **Terms**

- 25 hours/week. Some flexibility to work remotely, but some “face time” is expected. Occasional evening and weekend work as required.
- Salary: \$25 per hour plus vacation pay of 4%
- Probation period: 3 months.
- Start Date: Negotiable - August 3, 2021 preferred.

A criminal record check is required prior to hiring, at the employee’s expense. Upon successful completion, the employee will be reimbursed for the criminal record check fee.

### **How to apply**

Please email a cover letter and resume to **personnel@kootenaycoopradio.com**

We thank all applicants, but please note that only those selected for an interview will be contacted. Please: no phone calls, drop-ins or printed resumes.

Closing Date: July 16, 2021