

Job Posting

Program Director

CFUV 101.9 FM

University of Victoria Student Radio Society

Job Description:

The Program Director oversees the day-to-day operation of CFUV 101.9 FM a 2290-watt campus/community radio station. The Program Director leads the station's team of volunteer programmers in providing a diverse listening experience for the University of Victoria and Greater Victoria community. They will have the opportunity to develop the station's on-air presence and produce innovative radio.

The Program Director is responsible for ensuring the quality and consistency of the station's broadcast and also represents the organization within the community. They will liaise with the station's partners in the community to develop and maintain our partnerships and continue CFUV's legacy of local talent development. They will coordinate interviews and live performances with local and touring musicians. They will also provide training opportunities to our volunteers.

The Program Director works as part of a team, but will also have the opportunity to work independently to develop programming initiatives that align with the station's mandate. This position offers flexibility and the opportunity to be creative when approaching broadcasting and community initiatives.

Qualifications:

1. Experience in working with campus and community radio
2. Strong written and oral communication skills
3. Strong organizational and managerial skills
4. Knowledge of CRTC policy and regulations
5. Familiarity with the technical needs of a radio station
6. Strong computer skills and ability to learn new technologies
7. Experience working with and supervising volunteers from varying backgrounds
8. Familiarity with the University of Victoria and Greater Victoria community
9. Able to work flexible hours and weekends when needed

Principal Duties:

Accountable to the Station Manager, the Program Director works as part of a team and is expected to be involved and take responsibility in many areas of the station's operations.

Specific areas of responsibility include:

1. Managing and coordinating CFUV programming, including station flagship programs
2. Working with the Programming Committee in areas of program scheduling, assessment and development
3. Aiding in volunteer activities, training and integrating new volunteers into the station
4. Coordinating interviews, live performances and special broadcasts
5. Coordinating special projects assigned by the Station Manager
6. Working with the Station Manager to develop partnership, advertising, and fundraising initiatives
7. Assisting other staff with general station operations including equipment maintenance, outreach, training
8. Supervision of part-time and student staff when necessary
9. Occasional on-air duties
10. Other duties as required

Salary and Benefits:

Up to \$31500 per year to start, with possible annual increases upon successful performance review. 4 weeks vacation plus extended health and dental benefits.

Terms of Employment:

The Program Director is employed for a three month probationary period and upon a successful performance review may have their work term extended until May 31, 2017. Subsequent renewals are on an annual basis following successful performance reviews. A criminal record check is required within the first month of employment, at the employee's expense, but upon a successful check the employee will be compensated for the record check fee.

Send resume and cover letter: *Attention: Personnel Committee; email director@uvic.ca.* Please, no phone calls or fax submissions.

Deadline: Friday June 24th, 2016 - Midnight

CFUV is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted.