



Prince George's Community Campus Station

CFUR Radio 88.7 FM
University of Northern British
Columbia
3333 University Way
Prince George, British Columbia V2N
4Z9
cfur.ca

CFUR Radio is hiring a station manager to help lead the campus radio community at the University of Northern British Columbia in Prince George.

CFUR's mission is to support the cultural, artistic, and political evolution of northern B.C.

We do this by:

- providing space to share and discover new music and ideas;
- searching for and championing local talent;
- aiming to be as inclusive and diverse as the communities we serve;
- approaching our work with a spirit of adventure, open-mindedness, and good humour.

Duties:

The Station Manager, under contract with The CFUR Radio Society, maintains the radio station at a quality level that meets the standards the CRTC, Industry Canada and other relevant bodies.

Specific areas of responsibility include:

1. Reporting to and working with the CFUR board members to maintain and manage the radio station and society
2. Managing and coordinating the CFUR Executive Staff
3. Maintaining CFUR bookkeeping/budget
4. Preparing and presenting annual financial reports
5. Maintaining licensing with regulatory authorities
6. Co-ordinating and reporting Annual General Meetings
7. Working with Programming Committee in areas of program scheduling, assessment and development
8. Aiding in volunteer activities, training and integrating new volunteers into the station
9. Coordinating special projects and fundraising events
10. Assisting the other staff with general station tasks (equipment maintenance, training, etc.)
11. Serving ex-officio on the CFUR Board of Directors
12. Maintaining memberships with relevant organizations

Other duties as required.

Assets:

1. Experience in working with campus or community radio
2. Written and oral communication skills
3. Organizational and interpersonal skills
4. Problem solving and lateral thinking
5. Experience with preparing and managing budgets
6. Knowledge of and experience with the management of a society and/or corporation
7. Knowledge of CRTC policy and regulations
8. General familiarity with technical needs of radio stations
9. Good computer skills, some IT knowledge
10. Experience working with and directing volunteers
11. Familiarity with the University of Northern B.C. and the Prince George community
12. Willing to work flexible hours and weekends

Term of Employment:

The Station Manager is employed under a three month contract that will be extended to one year after a successful performance review. 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.

Salary:

This is a full-time position. Salary and benefits to be negotiated with the successful candidate.

To Apply:

Send resume and cover letter to: admin@cfur.ca. References must be available upon request.

No phone calls or fax submissions. Deadline: December 31, 2016.

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