



Posted: Jan 26th, 2018

Job Posting: **Technical Co-ordinator**

Vancouver Co-operative Radio, CFRO, 100.5 FM is a non-profit, listener-supported, multi-lingual community station that has provided Vancouver with alternative public affairs, music, and arts programming since 1975. Co-op Radio's mission is to produce creative and engaging programming for communities whose voices are underrepresented in the mainstream media. The Technical Co-ordinator is responsible for broadcast, our online stream, audio production-related equipment in the station, staff office equipment, and co-ordinating technical trainings. This is a permanent part-time position that works under the direction of, and reports to, our Executive Director.

HOURS: 86.67 hrs/month, 20 hours a week
WAGE: \$24.44/hr with generous health and vacation benefits.
Unionized with Unifor 3000.
START DATE: April 1st 2018, with training provided on flexible hours through the month of March.
DEADLINE: Applications accepted until 11:59 pm on **February 9th 2018**.

KEY AREAS OF RESPONSIBILITY

Ensure a high quality consistent broadcast signal, by:

- Doing basic maintenance of broadcast-related equipment at the station
- Responding to and managing technical emergencies, must be available on-call
- Maintaining online broadcasting, including streaming and archives
- Liaising with transmitter maintenance contractor, as required
- Co-ordinating major repairs and upgrades of broadcast-related equipment, as required

Ensure effective functioning and use of station's IT resources, by:

- Doing basic maintenance of station computer systems
- Maintaining website and archiving capabilities including CRTC programming logs
- Co-ordinating major computer repairs and upgrades, as required
- Maintaining other office equipment
- NOTE: *IT resources include: LAN; office and public access computers; printers and peripherals; servers.*

Ensure effective training and technical support to programmers, by:

- Co-ordinating technical trainings including content and manuals
- Supporting programmers' technical needs
- Co-ordinating access to required equipment for off-site use
- Maintaining production-related equipment
- Co-ordinating major repairs and upgrades of production-related equipment, as required

QUALIFICATIONS

- Electronics technician certificate or equivalent level experience with electronics schematics, electronics equipment repairs, soldering, building and electronics repair
- Experience with wiring and repairing an analog broadcast console preferred
- Computer networking experience, specifically Windows Server Administration and multi-platform network integration
- Ability to manage security and stability of a network, including back-ups and recovery
- Experience working in a network environment requiring switching between multiple platforms (Windows, Linux, MAC)
- Knowledge of Ubuntu/Linux and commands for server management, setup and repair
- Some experience with computer hardware repair and upgrades
- Advanced experience with computer maintenance, repair, software updates/management
- Drupal specific experience is an asset
- Advanced skills in audio recording, editing, mastering, and broadcast
- Experience running training sessions or workshops
- Excellent technical problem solving skills, using logic and process of elimination
- Familiarity with professional recording studio environments
- High level functionality with Digital Audio Workstation (DAW) editing systems such as Pro Tools, Logic, Ableton Live, Reaper and Audacity
- Excellent communication and interpersonal skills: clear written and verbal communication, conflict resolution, ability to openly give and accept feedback, ability to dialogue with diverse parties
- Excellent time-management skills; ability to be self-directed and efficient, with minimal supervision

TO APPLY

Please submit the following *in one PDF document* labelled **yourfirstname_yourlastname.pdf** to ed@coopradio.org:

- Your resume/CV
- Your cover letter which should include why you would be a good fit for this position

Application Deadline: February 9th 2018 at 11:59 pm.

No phone calls please. We thank all applicants; only short-listed candidates will be contacted.

Vancouver Co-operative Radio is an affirmative action employer. People from groups who face systemic barriers to employment are encouraged to apply. Applicants who wish to be considered for affirmative action should discuss this in their cover letter. Applicants are encouraged to include relevant skills and experiences other than those outlined in the posting.