



## **CKDU IS HIRING A PROGRAM DIRECTOR**

CKDU-FM is a non-profit campus and community radio station based at Dalhousie University serving listeners throughout the Halifax Regional Municipality. Our mandate is to provide an alternative to private and public broadcasters and serve as a forum for diverse and under-represented voices and artists. The station broadcasts 24 hours a day, 365 days a year and is run by roughly 150 volunteers, a volunteer board of directors, and 5 permanent part-time staff.

### **Nature of the job:**

The Program Director is responsible for the program schedule at CKDU. Specifically this involves coordination of volunteer programmers and the development of new programming initiatives. The Program Director ensures that the station adheres to CKDU policies, CRTC regulations and CKDU's promise of performance in regards to programming.

### **Duties & responsibilities:**

- Manage, schedule and coordinate all on-air programming
- Recruit, train, coordinate and motivate volunteers
- Act as a liaison to the community, the CRTC and SOCAN
- Develop and maintain station policy and implement training sessions for programmers and volunteers
- Work with Programming Committee in areas of program scheduling, assessment and development
- Handle programming concerns with programmers in conjunction with the programming committee
- Oversee implementation of CKDU's discipline policy
- Compile and monitor on-air program logs to ensure programmer compliance
- Develop and implement strategies for growth and improvement within the programming department
- Assist programmers in arranging artist interviews and in-studio appearances
- Coordinate the production of on-air programming, advertisements and public service announcements.
- Assist in aspects of CKDU's annual funding drive such as event planning, programmer training and other tasks as required
- Build partnerships with groups on campus and within the larger community to foster continuity, quality and relevance in programming
- Coordinate CKDU presence at community events (such as DJs and merchandise)
- Hold a weekly Programming Rules and Regulations training session and participate in monthly Trainathons in conjunction with other staff
- Attend weekly staff meetings, take part in consensus decision-making and participate in collective staff structure

- Participate in monthly programmers meetings and CKDU's annual general meeting
- Maintain healthy relationship with the staff, board, and programmers

### **Desired experience and/or skills:**

- Demonstrated ability to work with volunteers
- Understanding of CRTC programming requirements and CKDU's programming and mandate
- Supportive of a wide variety of cultural, musical and political expressions, and be able to discern which program proposals best match current station needs
- Practical experience in both musical and spoken word programming and production
- Computer skills: basic office, file transfer applications, basic layout and design, social networking, information systems or databases, Linux OS
- Radio production and/or digital audio editing
- Experience in community radio and/or community organization
- Interpersonal, communication and listening skills
- Ability to work independently
- Ability to prioritize tasks; to set and achieve goals
- Experience in or understanding of non-hierarchical staff structures

### **Accountability, Hours, and Remuneration:**

The Program Director is a member of CKDU's non-hierarchical staff structure and is accountable to its Board of Directors.

The Program Director is a permanent position, with 32 hours per week at \$15.75 per hour. Holidays and benefits are as per CKDU's Employment Policy.

### **Applying:**

Submit a resume with cover letter in person, by mail or pasted into the body of an email (we do not accept applications via fax) to:

Program Director Hiring Committee  
c/o CKDU - FM  
6136 University Ave.  
Halifax, NS B3H 4J2

or

hiringcommittee@ckdu.ca

**Application deadline: 5:00PM AST, August 2, 2011**

*CKDU is an equal opportunity employer and strongly encourages applications from minority and under-represented groups.*

*Please help circulate this job posting.*