

**(CANADA SUMMER JOBS STUDENT POSITION)
ONLINE CONTENT COORDINATOR
(30 HOURS/WEEK / 8 WEEKS / \$15.75/HOUR / JUNE 10 TO AUGUST 2 2019)**

In accordance with a Canada Summer Jobs grant towards hiring registered and continuing students, CFRU 93.3 FM at the University of Guelph is seeking an Online Content Coordinator.

CFRU is a volunteer-driven campus and community radio station, committed to broadcasting high quality, innovative, and entertaining music and spoken word programming, which serves as a distinct alternative to other available radio services.

Nature and scope:

The Online Content Coordinator will work with CFRU's Tech Coordinator in order to prepare secondary audio streams (24hr online streaming playlists) for use in on-campus and local businesses. Each audio-stream will be a curated collection of our music programs, with any advertising or references to date-specific events edited out, in order to remain evergreen. Each audio stream will represent a different genre, so that local businesses can choose to air the audio stream that best suits their atmosphere. The Online Content Coordinator will learn how to use audio editing software (i.e. Adobe Audition), in order to put together the audio streams.

Duties:

Working with CFRU's Tech Coordinator, the Online Content Coordinator will:

- listen through archived episodes of CFRU's programming, editing out advertising or references to date-specific events;
- compile each episode into a multi-track file that will then become the playlist, ensuring that each file's audio levels are suitable for playback;
- learn and apply skills for CFRU's online streaming server hardware and software;
- work with the Tech Coordinator to edit CFRU's live-streamed video performances that are posted on our YouTube channel;
- learn how to use our video-editing software, Wirecast and Final Cut Pro, in order to take our archived files and edit them for posting on our website and social media accounts
- regularly update our website to present the audio streams and edited video performances in an engaging and accessible way
- attend weekly staff meetings

Objective:

This project will allow the student to learn how to utilize state of the art audio and video production technology, and will engage them in contributing to how community radio functions. The work completed by the Online Content Coordinator will allow for better exposure of CFRU's programming in local businesses.

Qualifications:

- post-secondary, full-time student between 15 and 30 years old with Canadian citizenship and registered to attend school currently or in the upcoming academic year
- very detail oriented

- some experience and comfort using audio- and video-editing software
- experience and comfort using a Mac computer
- excellent communications skills (verbal and written)
- proficient typing skills
- self-motivated and manages time well
- highly organized
- quick learner and able to follow instructions accurately

Assets:

- an avid interest in music and radio
- familiar with campus & community radio
- experience in data entry and database maintenance
- experience working/volunteering for not-for-profit organizations
- interest in media, radio broadcasting, content production
- some understanding of the distinction between campus and community radio and commercial or for-profit enterprises

This is a 30 hours/week position for an eight-week term beginning June 10 and ending August 2, 2019 and the wage is \$15.75 per hour. Only full-time post-secondary students between 15 and 30 years old with Canadian citizenship who are registered to attend school currently or in the upcoming academic year will be considered for this position. This is not a unionized position.

To apply, please send your CV, and cover letter, to info@cfru.ca by **Friday May 31, 2019 at 12:00 PM** with "2019 CFRU Online Content Coordinator Position" in the subject line.

CFRU Radio is an employment equity employer. All qualified candidates are welcome. Preferences will be given to and applications are encouraged from all equity-seeking individuals including people of color, Indigenous peoples, people living with disabilities, women, working class people, queer and/or trans people (an umbrella term recognizing many identities outside of the gender binary, including but not limited to: transgender, transsexual, Two-Spirited, genderqueer, gender-fluid, etc.). Please feel free to complete our [Employment Equity Self-Identification Form](#).