

JOB POSTING: Temporary Music Department Lead CFRU RADIO AND MEDIA CENTRE

(TEMPORARY POSITION)

**28 WEEKS WITH POSSIBLE EXTENSION / 18 HOURS PER WEEK / \$27.33 PER HOUR /
April to September 30, 2025 / IN-PERSON POSITION / This is a CUPE 1281 Bargaining Unit
position**

Application Deadline: Sunday, April 27, 2025 at 11:59pm

*This position is available to qualified volunteers of CFRU who have an interest and knowledge of new music. Please send resume and cover letter to admin@cfpu.ca with the subject line, “**Temporary Music Department Lead**”*

CFRU is a volunteer-driven campus and community radio station and media centre committed to broadcasting high quality, innovative, and entertaining music and spoken word programming. We serve as a distinct alternative to other available radio and media services and provide an ongoing connection between the University of Guelph campus and the wider community. The Temporary Music Department Lead will ensure that new music received by CFRU is reviewed in a timely fashion and that the music approved for CFRU’s collection meets our standards and requirements. The Lead will also coordinate the Music Department volunteers, as well as provide in-station assistance to volunteers and the public during the Lead’s scheduled in-station shifts. The Temporary Music Department Lead will work with staff on several ongoing projects over this term. This position requires a time commitment of 18 hours per week on-site.

Nature and scope:

CFRU receives upwards of 200 digital albums per week. Much of what we receive is appropriate for our station mandate, but some submissions are either not right for CFRU or are submitted in formats we cannot accept. The Temporary Music Department Lead will review music received at the station and determine what can be approved and added to our library. At times we receive more music than we have the time to process, and as such, the Temporary Music Department Lead will prioritize submissions by independent, local, and/or under-represented demographics in music. The Temporary Music Department Lead will ensure a diverse selection of music is added by considering factors such as music genre, artist identity, CFRU’s commitment to diversity, and Canadian and local content. The Temporary Music Department Lead will also categorize and label music with appropriate genre tags.

Duties

- Coordinates and maintains the acquisition of new music collected by the station
- Ensures a diverse selection of music is added, factoring in music genre, artist identity, and Canadian content
- Updates the new release library and keeps it functional and available
- Ensures that all new material is processed on a weekly basis, labeled appropriately and added to the database

- Coordinates, schedules and responds to music department volunteers

Objectives:

- To add new and diverse music to the CFRU Music Library, and to share new releases with our programmers
- To review, approve, and categorize new music submissions, with a focus and prioritization on music submitted by independent, local, and/or under-represented demographics
- To support and activate the Music Department volunteers

Qualifications:

- Knowledge of and interest in a wide variety of cultural and musical expressions
- Qualified CFRU volunteer (volunteering in the music department or as a music-show programmer considered a strong asset)
- Adept in file management
- Good communications skills (verbal and written)
- Self-motivated and manages time well
- Highly organized
- Quick learner and able to follow instructions accurately

Job Eligibility Requirements:

- This position is open to qualified CFRU volunteers who have a interest and knowledge of new music

Assets:

- Available to work on-site three days a week during station open hours
- An appreciation of CFRU's mandate to feature music by artists often ignored by mainstream media, and an imbedded understanding of factors that can affect an artist's ability to gain exposure
- Computer savvy
- Familiar with campus & community media
- Friendly, enthusiastic, and positive attitude
- Strong multi-tasking skills
- Experience working/volunteering for not-for-profit organizations
- Interest in media, radio broadcasting, content production
- Knowledge of anti-oppressive / safe space practices

This position shall begin at the earliest possible date in April 2025 and conclude on September 30, 2025.
The wage shall be \$27.33 per hour.

To apply, please send your resume and cover letter to admin@cfpu.ca by Sunday, April 27, 2025 at 11:59pm with "Temporary Music Department Lead" 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 colour; 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](#).