

JOB POSTING: TECH ASSISTANT - CFRU RADIO AND MEDIA CENTRE

(TEMPORARY STUDENT POSITION)

10 WEEKS / 100 HOURS / \$23 PER HOUR / MAY 18, 2026 - JULY 31, 2025

Application Deadline: Friday, April 3, 2026 at 5pm

This position is available to registered and continuing students at the University of Guelph. Please send resume and cover letter to tech@cfru.ca with the subject line, "CFRU Tech Assistant"

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.

Nature and scope:

CFRU's Tech Assistant (TA) will work on-site (and at off-site broadcast events) to help the Operations Coordinator with tasks related to audio and video production, studio project coordination, small maintenance tasks and general tech support for volunteers. The TA and Operations Coordinator will develop a schedule and plan for key projects during the 2026 Spring/Summer term. The TA will provide encouraging oversight and support for volunteers involved in station projects and day-to-day production activities, and report on issues and successes as they arise. Training on essential equipment and software will be provided at the outset, but the successful candidate should be self-directed and able to work independently with confidence. ***We offer students with functional media production skills who enjoy working supportively with others the opportunity to learn while working on this project. A review will be conducted in the final week, where the student will be encouraged to reflect on skills developed and offer feedback to CFRU Staff.***

Duties:

Working closely with, and reporting to CFRU's Operations Coordinator, the Tech Assistant will:

- Provide on-site support for students and community volunteers working in the CFRU facilities (including recording studios, social media lab, broadcast studio and various computer workstations)
- Assist with set-up and technical oversight of off-site broadcasts for events on-campus and in the community
- Assist volunteers in troubleshooting issues with audio and video recording equipment and software
- Assist with planning and technical oversight of special live-in-studio music performances
- Assist in documenting technical issues as they arise
- Help produce how-to videos for select technical aspects of station facilities
- Assist with basic maintenance of computers and equipment

Objectives:

- To provide technical assistance and support for volunteers and staff, while developing maintenance, production and project planning skills in a real-world media centre work environment
- Identify opportunities for innovation and facility improvements from a student perspective

Qualifications:

- Working knowledge of some media production software (eg. Adobe Audition, Audacity, Ableton, Ocenaudio, Reaper, OBS)
- Proficient with Microsoft & Apple computers
- Good communications skills (verbal and written)
- Self-motivated and manages time well
- Highly organized
- Quick learner and able to follow instructions accurately

Student Eligibility Requirements:

- This position is open to domestic and international undergraduate and graduate students registered at the University of Guelph in 2026
- International students must be legally eligible to work in Canada

Assets:

- Flexible schedule, able to work weekends
- Computer savvy
- Working knowledge of live and recorded sound engineering
- Experience volunteering with CFRU
- 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 is a ten-week position beginning May 18 and ending July 31, 2026 with a wage of \$23 per hour. The TA will be expected to work a total of 100 hours over the term, with some flexibility as to how that time is distributed (averaging 10 hours weekly).

This is not a unionized position.

To apply, please send your resume and cover letter to tech@cfru.ca with “CFRU Tech Assistant Application” 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**.