

JOB POSTING – PODCAST CAMP PROJECT ASSISTANT

TEMPORARY POSITION

82 HOURS / \$23/HOUR / 4 WEEKS / \$1886 HONOURARIUM

JULY 9, 2026 – AUGUST 7, 2026

Application Deadline: Sunday, June 7, 2026 at 11:59pm EST

Please send resume and cover letter to volunteer@cfriu.ca with the subject line, "Podcast Camp Project 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 campus and the wider community.

Nature and scope:

The Podcast Project Assistant will assist CFRU in offering campers an abundance of hands-on learning as they collaborate on creating a podcast including one or more of the following formats: round table/topic discussion, interview/documentary-style, and fictional/soundscape. Campers will be at CFRU 93.3FM's station Monday through Friday with their finished podcasts shared with campers/ parents and the option of appropriate recordings being aired on CFRU 93.3FM at a future date.

The Podcast Camp Project Assistant will help prepare for camp, be available to assist as needed in a variety of roles throughout the camp, while documenting and creating a report on the camp experience using photography, video, and/or audio clips with campers and other counselors. They will use the recorded materials to create a culminating report on camp.

Duties:

Reporting to CFRU's Mobile Studio Coordinator, the Podcast Camp Project Assistant will:

- Help prepare for camp week by clarifying plans and confirming adequate supplies/equipment are available and in good operating status
- Present a project introduction to campers at the beginning of each camp week (in collaboration with the Mobile Studio Coordinator)
- Document the camp experience (via writing, photography, audio, and/or video recordings)
- Provide feedback throughout the camp experience regarding where improvements can be made
- Create a culminating report/presentation after the final week of camp

- Assist CFRU's Mobile Studio Coordinator Jenny Mitchell in running two, half-day podcast workshops on July 23, 2026 with "Shad"
- Assist groups of campers and help them develop a project plan
- Train campers in recording, editing, and mixing audio
- Teach campers how to operate mixing boards, microphones, and headphones
- Assist campers in preparing scripts and/or interview questions as needed
- Assist campers with button design and button making

Qualifications:

- Interest in podcasting
- Passionate and/or experienced with campus-community or public radio
- Previous camp experience, or equivalent experience working with or supervising children
 - Experience with age group 8-13 an asset
- Audio/production skills (hardware and software) and editing
- Experience with Adobe Audition an asset
- Professional oral, written, digital, and interpersonal communication skills
- Excellent organizational and time-management skills
- An up-to-date Vulnerable Sector Check, or ability to obtain one prior to the start of camp (CFRU will reimburse the necessary fees for the successful applicant)

This position is open to students and community members. International applicants must be legally eligible to work in Canada.

This is a 82-hour project (spanning four weeks) beginning July 6, 2026 and ending August 7, 2026 with a \$1886 honorarium paid out in two \$943 installments on July 17, 2026 and August 7, 2026. Applicants must be available on-site for camp days and training days, as well as the workshop day (July 6, July 13-17, July 23, and July 27-31) with options for flexible working during remaining weeks.

This is not a unionised position.

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