

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE Other

Vetted By: _____ Date: _____

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JOB TITLE: UVSS_CFUV_2 – Production Coordinator (CFUV)

DEPARTMENT NAME: University of Victoria Students' Society – CFUV

CONTACT NAME: Johnnie Regalado

JOB DESCRIPTION:

The Production Coordinator will be responsible for the production of on-air audio announcements which requires copywriting, audio recording and creative audio design. They will liaise with local community groups, non-profits, festivals and advertisers to ensure the work meets their needs and fits CFUV's production requirements. They will also be responsible for arranging the podcasting of CFUV programs, scheduling advertisements and reviewing programming.

This position will also involve working within the music department at CFUV. The Production Manager will be assisting the Music Director in sorting and processing CFUV's music submissions as well as curating our digital music library.

QUALIFICATIONS:

- Experience with audio production an asset, but not required.
- Excellent communications skills, both verbal and written.
- Able to work independently
- Comfortable in a deadline-oriented environment.
- Must be innovative and creative

JOB LOCATION ON-CAMPUS: CFUV 101.9 FM, Room B006, Student Union Building

WORK STUDY WAGE: \$11.00

HOURS AVAILABLE: 100

HOW TO APPLY: Please send a cover letter and resume, including your number of eligible work study hours by email to the Personnel Committee at director@uvic.ca.

Applicants must be eligible for Work Study Program
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>