

# POTENTIAL EMPLOYMENT OPPORTUNITY at TRENT RADIO

**APPLICATION DEADLINE: MONDAY 18 APRIL 16 @ 5PM**

## **SUMMER OPERATIONS & INFORMATION MANAGER: Job Description 2016**

Reporting to the General Manager, the Summer Operations & Information Manager (SOIM) shall be charged with the gathering and dissemination of information a) regarding area summer festivals, community events and agricultural elements associated with the Peterborough Exhibition; and b) of particular interest to recent immigrants, children and seniors in Peterborough and the area, along with interviews and reportage. Also included will be a twice daily broadcast listing of events and attractions,

In addition s/he will be charged with the day-to-day operation of Trent Radio and in concert with the Summer Programming Committee, s/he shall be responsible for developing a balanced programming schedule in accordance with Trent Radio's license and mandate. The primary duties include management of Trent Radio's broadcast and studio facilities for the use of more than one hundred community volunteers.

They shall convene and chair regular meetings of, and shall analyse and report on the balance of programming to, the Summer Programming Committee (all the Producers). They shall provide individual support and advice to the Summer Executive Producers.

They shall have the responsibility and authority to initiate and implement special programming, to enforce CRTC and other programming regulations, and shall have a hand in making preparations for some activities to take place in the Fall of 2016.

The Summer Operations & Information Manager shall also be charged with the general upkeep of Trent Radio House and shall ensure that the facilities are kept in good working order and that it be an area conducive to the production of effective community radio. This would include coordinating security and technical arrangements.

### **Specific Administrative Duties:**

- Develop a working knowledge of the regulatory framework for broadcasting in Canada as it relates to Trent Radio.
- Prepare and Maintain Programme Logs & Music Sheets (Computer System)
- Ensure Logger is working and being used correctly
- Ensure sponsorships are logged and aired.
- Prepare and Maintain Programmer listing with contact data.
- Convene volunteer socials.
- Convene and chair regular meetings of the Summer Programming Committee, and prepare minutes of these meeting for distribution to the Committee and the General Manager. Note: The Summer Programming Committee is the Summer Operations & Information Manager and all the Summer Executive Producers)
- Attend planning meetings with the returning fall & winter Programme Director
- Respond to Summer and Fall season programme applicants.
- Act as Fill-in Operator as necessary.
- Render Community Liaison through information sessions and informal facility tours.
- Prepare and Distribute Summer Radio Guide.
- Produce Trent Radio fall pre-season and summer promos.
- Maintain community group announcements book.
- Pick-up and sort the post.
- Ensure trash & recycling is taken out & compost maintained
- Ensure that the facilities used by Programmers are clean and tidy.
- Respond to email queries for the Music Director.
- Prepare monthly reports on their activities for the General Manager.
- Ingest CDs and other material into the digital server.

**Terms:** Employment Period: Start: Monday, 02May16 Finish Friday, 26Aug16. (17 weeks)

Trent Radio's Minimum Commitment: 20 hours/week for 17 weeks

Contingent upon CSJ16 funding 35 hours/week for each week of CSJ16 subsidy.

Pay Rate: \$12.50 hour, plus 4% vacation pay, plus statutory benefits.

Deadline for application: Monday, 18 April 2016 @ 5pm.

**Hard Copy Applications Only** - Resumes with a Cover Letter including references may be mailed to:

Trent Radio, 715 George Street, North, Peterborough, ON K9H 2T3  
or brought to Trent Radio House, 715 George Street North, and dropped in the letterbox.

Applications should be marked "Attn: CSJ 2016 Hiring Committee".

Familiarity of Trent Radio's mission and operations will be considered an asset.

Please read "Trent Radio Summer Plan 2016" <http://www.trentradio.ca/16sumpln.pdf>

**Selected candidates will be contacted on Tuesday, 19 Apr 16 to arrange interviews for later in the week.**

Eligible Candidates for federally funded Canada Summer Job positions must be;

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) was registered as a full-time student during the preceding academic year;
- c) intends to return to school on a full-time basis during the next academic year;
- d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (Foreign students are not eligible) and;
- f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.