

Contract Employment Opportunity at Trent Radio
APPLICATION DEADLINE: Friday, 19 May 2017 @ 5pm
Summer Operations & Information Manager

30 hrs/week for 7 weeks

Monday, 29 May - Friday, 14 July 2017

Flexible schedule required, evening and weekend shifts/assignments anticipated.

Eligibility:

The position is funded through Canada Summer Jobs, and the successful application must meet the following criteria in order to be eligible for the funding:

- 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.

Role & Responsibilities:

The SOIM will assist with the facilitation of special projects, and promotion of community events during Trent Radio's Summer Broadcast Season. Assignments include (but are not limited to): Live Music Broadcast from Sadleir House (Sun 03 June 17), Local Event coverage/live broadcast, and promotion of New Visions/Old Land (Sat 30 June 17), Promotion for the New Canadians Centre - Multicultural Canada Day Celebrations (Sun 01 July 2017); and promote Trent Radio as a valuable community resource to new Canadians by facilitating 4 "Drop In Radio Workshops" (free of cost) for families/children ages 3 – 13 for the production of youth and family oriented content in co-operation with the Peterborough New Canadians Centre.

The SOIM will be charged with the day-to-day operations of Trent Radio's broadcasting activities in concert with the Summer Programming Committee. These responsibilities include basic knowledge of radio broadcasting technology and compliance regulations; audio editing, recording and production skills; physical maintenance and upkeep of a community facility; administrative and communications tasks (email, phone, posters) and the ability to work effectively within a large group of volunteers and guests.

Terms: Employment Period - Start: Monday, 29 May 17 Finish: Friday, 14 July 17. (7 weeks)

Pay Rate: \$13 hour, plus 4% vacation pay, plus statutory benefits.

Deadline for application: Friday, 19 May 2017 @ 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 2017 Hiring Committee".

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

Please read "Trent Radio Summer Plan 2017 " <http://www.trentradio.ca/17sumpln.pdf>

Selected candidates will be contacted on Tuesday, 23 May 2017 to arrange interviews for later in the week.