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**Contract Employment Opportunity at Trent Radio**  
**APPLICATION DEADLINE: Friday May 18th, 2018 @ 5pm**  
**Summer Operations & Information Manager**

**Terms:** Employment Period - Start: Monday, 25June18 Finish: Friday, 17Aug18. (8 weeks)

**Pay Rate:** \$14 hour, plus 4% vacation pay, plus statutory benefits.

**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 Summer Operations & Information Manager (SOIM) will be responsible for the general day-to-day operations, the facilitation of special projects, and promotion of community events during Trent Radio's Summer Broadcast Season. The SOIM will enhance outreach to Peterborough Community residents and service organisations by producing local content to highlight regional activity and events. The SOIM will also act as a liaison for programmers and on-site guests by assisting with technical operations, organising production schedules, and modifying physical and technological barriers for persons with disabilities and exceptionalities as required for the production of Community Radio. Outreach will specifically include coverage and promotion of summer festivals and events in the Peterborough Region to highlight the volunteers and staff working behind the scenes, as well as featuring the event activity and element of community celebration found in the crowds. Specific festivals, events and community celebrations will include: the New Canadians Centre – Multicultural Canada Day Celebrations (01 July); 4th Line Theatre Season; Peterborough PULSE; Hootenanny on Hunter Street; Peterborough Music Fest; Peterborough EX Agricultural Fair; and other significant events as discovered and determined by the SOIM to promote Peterborough as a vibrant and attractive place to live, stay and work to visitors and newcomers.

**Deadline for application: Friday, 18 May 2018 @ 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 2018 Hiring Committee".

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

Please read "Trent Radio Summer Plan 2018" <http://www.trentradio.ca/18sumpln.pdf>

Selected candidates will be contacted on Wednesday May 23<sup>rd</sup>, 2018 to arrange interviews.