Simon Fraser Campus Radio Society

CJSF 90.1FM Radio, 93.9FM Cable

Arts & Entertainment Department Coordinator Position Available

CJSF is a campus/community radio station broadcasting on 90.1 FM and located at Simon Fraser University in Burnaby, British Columbia.

The A&E Dept is responsible for supporting coverage of the arts on CJSF Radio and promoting artists that are underrepresented by mainstream media through various means; including giveaways, reviews, interviews, event listings and sponsorships. The print content generated by this Dept. is published at www.cjsf.ca and the audio content airs as part of CJSF's spoken word programming component. **The A&E Dept Coordinator** is 1 of 4 volunteer Dept Coordinators, who reports to the Station Manager and Board of Directors, and is a member of the Executive Committee, which meets bi-weekly, to coordinate station operations. The A&E Coordinator holds 10 office hours or more per week to run the department. **This is a volunteer position**; however, a monthly honorarium of $360 is provided, and $200 of professional development funding may be requested each year.

Responsibilities:

- Promote A&E opportunities to CJSF members by forwarding press releases to specific CJSF programs, posting press releases on the A&E bulletin board, and sending a newsletter to A&E Dept volunteers
- Recruit, coordinate, motivate, provide resources for and train A&E volunteers to write, voice and produce both text and audio reviews, and to conduct interviews
- Support the promotion of A&E content through CJSF's social media channels
- Process requests for A&E projects by acquiring media passes and review copies of films and books, scheduling interviews, and sending a copy of coverage to promoter/publisher to encourage their continued support of CJSF
- Maintain a regularly updated arts events listing for use on-air by programmers and by volunteers
- Ensure all A&E projects fit the CJSF mandate of promoting arts and artists that are underrepresented by the mainstream media, and ensure that they adhere to the various Ticket Request and Review Writing Guidelines
- Organize and oversee on-air and on-line prize giveaways (tickets, books, CDs and other items)
- Provide active support for a weekly arts program covering local arts events

Other Departmental Activities:

- Work in conjunction with CJSF's Public Relations Department to organize and implement sponsorships that fit CJSF's mandate and provide a positive promotional opportunity for CJSF
- Work in conjunction with CJSF's Production Department to compile and produce the weekly event listings
- Build and maintain relationships with A&E industry contacts; including artists, publicists, promoters, venue managers, media, etc.,
- Direct activities of Work Studies, attend biweekly Executive Committee Meetings, attend biannual CJSF General Meetings

Qualifications:

- Self-motivated, reliable, with strong organisational skills
- Experience working with and coordinating volunteers
- Experience in non-profit organizations, and/or independent media – especially campus/community radio
- Ability to make judicious decisions guided by what is of benefit to CJSF Radio
- A strong work ethic, and excellent communication and motivational skills
- Necessary: an interest in promoting artists, events and projects not promoted by the mainstream media

PLEASE EMAIL DELIVER, OR MAIL YOUR RESUME AND COVER LETTER TO:

ATTN: Station Manager, Simon Fraser Campus Radio Society
SUB 1420, Simon Fraser University, Burnaby, BC, V5A 1S6
EMAIL: cjsfmgr@sfu.ca

APPLICATION DEADLINE: ***We are accepting applications until we find the right candidate.***

Only candidates who are short-listed will be contacted. CJSF is an equal opportunity employer. CJSF encourages applications from individuals from traditionally disadvantaged groups including, but not limited to First Nations, women, queer folks, persons of colour, and people with disabilities.