

# CFUV Volunteer Job Description

**JOB TITLE:** !earshot national charts Producer

**CONTACT:** Coordinator of Volunteers

**POSITION SUMMARY:** This volunteer producer position will broadcast a two hour live program that summarizes the Top 50 albums, as played by stations across the country from the !earshot 20 national charts. This producer will take particular interest in highlighting Canadian artists, CFUV Chart Releases and promoting CFUV's chart program "The Spins".

## **JOB DESCRIPTION:**

- Listen to top national albums and determine songs for airplay
- Review national charts on a weekly basis
- Conduct interviews and promote giveaways as necessary
- Use social media to promote artists and charts
- Other duties as necessary

## **QUALIFICATIONS:**

- Must be a CFUV Radio Club Member in good standing
- Keen attention to detail
- Excellent communication skills
- Basic knowledge of MS Office and basic computer skills
- Ability to work effectively with CFUV members of various skills and abilities

## **TRAINING:**

Must become a CFUV Radio Club member and complete a mandatory number of preliminary volunteer hours.

Complete on training with the Training host, and Program Director.

**JOB LOCATION ON-CAMPUS:** CFUV 101.9 FM, Student Union Building, RM B006.

**HOURS:** 3 hours regular commitment per week, with flexibility for holidays and time away

## **BENEFITS:**

- Experience with music industry, and music curation.
- Opportunity to connect with members of the CFUV Radio Club and volunteers with a variety of interests, belief systems, values and backgrounds.
- Work experience in a team environment.
- CFUV has an active social component for its volunteers including recognition events, holiday gatherings, events and contests

## **HOW TO APPLY:**

Please submit expressions of interest to the Coordinator of Volunteers, SUB Rm. B006, Mailslot A3, University of Victoria V8W 3P3, or by email: [volunteer@cfuv.ca](mailto:volunteer@cfuv.ca). Everyone is thanked for applying; however, only those selected for an interview will be contacted.