

CFUV Volunteer Job Description

JOB TITLE: CFUV Volunteer Producer (Outside the Box)

SUPERVISOR: Program Director

CONTACT: Coordinator of Volunteers

POSITION SUMMARY:

The CFUV Volunteer Producer role is a very important one at the station! We need volunteers to fill the gaps in our programming so we bring our listeners the best, and most diverse, radio experience possible.

Outside the Box is a weekly one hour experimental radio program which features 12% Canadian Content, and 30% Chart Releases also it strives to feature 30 - 50% femme content. The program gives listeners enrichment content about the artists, as well as information about upcoming live performances, as well as conduct interviews, festival previews and ticket giveaways.

RESPONSIBILITIES:

- Host a one hour music program, following program description and CRTC requirements.
- Weekly check-ins with the Music Director to determine which album(s) will be featured

OTHER DUTIES, WHERE POSSIBLE:

- Conduct interviews with musicians, when assigned by the Music Director.
- Assist in covering and previewing upcoming festivals and events.
- Assist with social media promotion of station programs like *The Spins*, *Front2Back*, *Outside the Box*

QUALIFICATIONS:

- Must be a CFUV on-air trained volunteer in good standing.

TRAINING:

Training will be provided by staff. Volunteer Producers must attend at least one programmer workshop, to be offered each semester.

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

TIME COMMITMENT:

- 1-3 hours regular commitment per week, with flexibility for holidays and time away
- Timeslot to be determined by the Program Director

All volunteer positions are filled on a semester basis; volunteers are welcome to reapply for the position, but should understand that they will be re-posted at the beginning of each semester

Please get in contact with our Coordinator of Volunteers at volunteer@cfuv.ca if you're interested in this position.