

## CFUV Volunteer Job Description

**JOB TITLE:** CFUV Volunteer Producer (The Spins)

**SUPERVISOR:** Program Director

**CONTACT:** Operations Director

### **POSITION SUMMARY:**

The CFUV Volunteer Producer role is a very important one at the station! Producers bring diverse, enriching, and dynamic content to CFUV's airwaves.

The Spins is a weekly 2 hour-long radio program which features CFUV's top played albums of the previous week. This countdown show includes a diversity of musical genres by artists from Canada and around the world. The producer of The Spins will create engaging playlists based on our top charts (ex. counting down 30 to 1) and offer enrichment material about artists on the charts. The program may also include live/pre-recorded interviews and live performances at the discretion of the Program & Music Directors.

### **RESPONSIBILITIES:**

- Host a 2 hour music program which follows program description and CRTC requirements.

### **OTHER DUTIES, WHERE POSSIBLE:**

- Assist in covering and previewing upcoming festivals and events.
- Assist with social media promotion of The Spins

### **QUALIFICATIONS:**

- Must be a CFUV on-air trained volunteer in good standing.
- Priority will be given to Uvic students

### **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:**

- 3 hours regular commitment per week, with flexibility for holidays and time away

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 Operations Director at [volunteer@cfuv.ca](mailto:volunteer@cfuv.ca) if you're interested in this position.