

## Production and Technical Assistant

We're looking for a tech wizard to join our team! CJRU 1280AM - Ryerson's campus station is hiring production and technical assistant to assist with station upkeep and help out our volunteers.

### Duties

- Assist in maintaining studios, recorders and computers
- Complete equipment inventory checks
- Assist with maintaining and troubleshooting our online scheduler
- Occasional logging and scheduling assistance
- Monitor 1280AM and other streams
- Assist in tutoring volunteers on audio editing, mic technique, studio use and mobile recording
- Produce station IDs, Public Service Announcements or assist in editing projects.

### Qualifications

- Ryerson student enrolled in Media Production, RTA, Journalism, Creative Industries or other related studies
- Experience in a radio environment
- Audio production (Logic, Audition or other)
- Experience working with volunteers

### Personal skill set

- Strong organizational skills
- Excellent teaching and mentoring skills
- Clear communicator
- Outstanding character references
- A passion for local news and campus/community radio

### Terms:

This is a paid position during the academic year from September-May for approximately 12 hours per week.

### How to apply:

Send resume and a cover letter to [jacky@cjru.ca](mailto:jacky@cjru.ca).

We strive to build a diverse team and encourage applications from underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, and people with disabilities. If you need accommodation in the recruitment process, please contact us. Only those candidates selected for interviews will be contacted.

**Deadline for applications is August 18, 2019 at midnight**