

## JOB POST: Local Music Director

In the fall of 2019, CJRU will be launching a new live music project: Music TO. The Local Music Director will help lead this project and make it a success. Music TO will include 10 live music sessions that will be filmed and edited for sharing online and broadcasting on CJRU 1280AM as well as 3 showcase shows hosted by CJRU and our partners.

### **Job Description and responsibilities:**

- Produce 10 live music sessions and 3 showcase shows
- Lead outreach with artists in our community and act as the point of contact for CJRU
- Oversee and help volunteers in editing sessions ensuring all work is completed on schedule
- Work with Program Director to create a project timeline
- Engage with and create promotional materials with ten musical acts in Toronto
- Produce a comprehensive set of training documents
- Review and give constructive feedback on volunteer work
- Build and maintain relationships with musicians and music based organizations in our community as well as other campus groups, media, faculties and departments
- Work closely with all team members to ensure that the project is a success
- Assist with the ingest of music into the music library: this includes assigning reviews, digitizing physical media, backing up music drives and database
- Liaise with individuals, labels and promotion companies to upkeep existing relationships and create new ones
- Contribute to the programming grid with music programming
- Support music programmers by coordinating interviews with bands, suggesting music and helping with training and program development; under the guidance of the program director

### **Qualifications:**

- Post-Secondary degree in Journalism, Media or Communications or equivalent
- Experience in a supervisory position
- Familiarity with audio and video editing editing (Audition/Pro tools/Premiere or comparable programs). Familiarity with shoutcast or icecast or other simulcast programs is an asset
- Volunteer or paid experience in a not-for-profit environment

- A passion for local music and experience within the Toronto music community. Experience doing artist outreach is an asset
- High level written communication skills
- Archival knowledge and experience is an asset
- Excellent cross-cultural communication skills
- Comfortable using social media
- Outgoing, friendly and reliable
- Creative and organized

**Contract Terms:**

This is a one year contract from September 2019-August 2020 for 35 hours a week at \$16.50/hour.

**How to Apply:**

Please send resume and cover letter to [jacky@cjru.ca](mailto:jacky@cjru.ca). Only those candidates selected for interviews will be contacted.

This position is funded as a project under the Community Radio Fund of Canada Radiometres fund. To find out more visit [crfc.ca](http://crfc.ca)

CJRU Radio Ryerson is proud to be an inclusive and diverse workplace. We encourage applications from all qualified individuals, including visible minorities, Indigenous peoples, and persons with disabilities. To request any accommodations you may require to participate in the recruitment process (including alternate formats of materials or accessible meeting rooms) contact [jacky@cjru.ca](mailto:jacky@cjru.ca).