

## On Location Coordinator

### Who we are

CJRU 1280AM is Ryerson's campus and community radio station. We've been on the AM dial since 2016 and as a newer campus station our broadcast is focused on a multimedia approach to storytelling.

Located in downtown Toronto, CJRU is in the heart of our busy city and serves our local community on and off campus. Our programming features a mix of voices and music with particular emphasis on spoken word programming and covering our local community.

### The position

- Title: On Location Coordinator
- Term: 12 month contract position
- Salary: \$18.00/hour
- Ideal Start Date: September 21, 2020.
- Expected working hours: 35 hours a week, generally Monday to Friday. Outside hours as required.

### Job Description

The On Location Coordinator will be responsible for creating and maintaining relationships with organizations in our community. Originally conceived of as a year long series of satellite studios, to ensure the safety of all involved, the On Location Coordinator will find ways to work in the community using remote tools when necessary. The On Location Coordinator will be responsible for reaching out to and setting up partnerships with community organizations with the goal of getting more voices and community issues on the airwaves. They will take the lead in creating engaging community focused content for our morning show Morning Mixtape.

### Job Requirements - Who You Are

- Hold a degree or diploma in Journalism, Communications or Arts from an accredited academic or technical institution OR have equivalent experience in broadcast, community organizing, or the no-profit sector
- Strong people skills: You are a great listener
- Strong skills in both a team setting and with independent work
- 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 arts and experience with local arts organizations
- High level written communication skills
- Archival knowledge and experience is an asset
- Outgoing, friendly and reliable
- Social media savvy.

### How to apply:

Send resume, portfolio or work samples and a cover letter to [elissa@cjrj.ca](mailto:elissa@cjrj.ca) with the subject line On Location Coordinator.

We strive to build a diverse team and encourage applications from underrepresented groups such as women, Black, Indigenous, People of Colour, members of the LGBTQ2SI+ community and people with disabilities. If you need accommodation in the recruitment process, please contact us. Only those candidates selected for interviews will be contacted.

*This position is part of a project funded by the Community Radio Fund of Canada. To find out more visit [crfc.ca](http://crfc.ca)*