

CFUZ - Caught in the Act - Music Coordinator

The Peach City Community Radio Society (CFUZ) is hiring a Music Coordinator for an exciting new program that will highlight local musicians. Similar in nature to NPR's Tiny Desk Concerts, CFUZ will be producing up to 20 live performances that will be live streamed, and recorded in both audio and video. This program will provide a much needed opportunity for local musicians to perform live during this time where live performances have been limited.

The program is funded through a grant from the Community Radio Fund of Canada, this position offers a flexible schedule for an organized and community minded individual. This is a contract position that will run from November 2020 to August 2021, requiring approximately 8 hours per week.

Primary responsibilities

- Review, screen and contact local musicians that have been selected through the use of a weighted submission matrix.
- Work with the musicians on preparing their live performance to fit the Caught In the Act format.
- Create a database containing names, contact and information for local musicians for future station reference.
- Provide basic training and guidance to volunteers in the setup of a live music event.
- Work with a team of people, including the Production Coordinator, CFUZ Volunteers and participating musicians in all aspects of the live performance, including scheduling, planning, setup, execution and cleanup.
- Attend each show and act a liaison with the musician, volunteers and venue representatives.

The Music Coordinator may be asked to act as a host for occasional events, including interviewing the musicians.

Qualifications

- Basic experience with all aspects of live music recording, including use and operation of recording equipment such as microphones, mixing consoles etc.;
- Knowledge of local music scene;
- Experience in organizing and working with volunteers;
- Excellent interpersonal skills and strong written and verbal communications skills;
- Highly organized with good planning and time management abilities;
- Dependable and able to work independently;
- Comfortable working with computers and basic office software;
- Strong interest in music and knowledge of variations genres.

CFUZ is willing to train the chosen candidate on aspects of live music production required, but the following skills would be an asset to the position

- Experience in working with musicians in a live music setting;
- Campus & community radio or non-profit experience;
- Supervisory and training skills.

Remuneration

This is a contract position, offering \$8,000 for the completion of all responsibilities outlined during the course of the grant program.

About CFUZ

CFUZ Peach City Radio is a non-profit, 100% volunteer run community radio station located at the Cannery Trade Centre in Penticton British Columbia.

CFUZ Peach City Radio is an equal opportunity employer who employs personnel without regard to race, ancestry, place of origin, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, and physical and mental disability.

Terms

Contract duration: November 2020 - August 2021 (approximately 40 weeks total)

How to Apply

Please send a cover letter and resume in electronic (preferably PDF) format to CFUZ Peach City Radio (jobs@cfuz.ca).

We thank all individuals for applying, but only those applicants selected for interviews will be contacted.

Application Deadline: Friday October 16, 2020 5:00pm

For more information about CFUZ, the Peach City Community Radio Society, and the Caught in the Act grant, visit our website:

www.cfuz.ca