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|  | JOB DESCRIPTION  Hourly Staff |

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| **Position Title:** | **CFMU Production Coordinator** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | CFMU Program Director |
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| **Remuneration:** | C2 |
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| **Hours of Work:** | 6-8 hours per week |

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| **General Scope of Duties** |
| The CFMU Production Coordinator oversees all audio production-related activities. This position creates advertisements, promotional spots, and programs, using in-house software. The Production Coordinator trains new program hosts on in-house software for show production. This position oversees, administrates, and trains the Production Committee members to assist with the creation of advertisements, promotional spots, and programs. The Production Coordinator will assist with video production and editing. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Volunteer Management Function | 40% | * Recruit, train, and monitor Production Committee volunteers * Assist in the training of new and returning volunteers on the procedures and policies of CFMU Radio Inc., CRTC regulations for campus/community radio – including advertising restrictions and production techniques; employ both group and one-on-one training techniques * Assist in the placement of production volunteers to ensure all advertisements are creative and meet CFMU’s broadcast standards * Monitor the production volunteers to ensure all advertisements completed and approved by the client prior to broadcast * Assist in ensuring all CFMU volunteers adhere to the rules of the production facility * Ensure that all advertisements produced by production volunteers are approved by the client before airing |
| Production Function | 40% | * Assist with video shooting and editing as required * Use digital recording gear to make ads and promotional spots * Assist in developing and maintaining systems to ensure that Production volunteers are provided with the information and material they require to effectively produce carts, advertisements, and programs * Make recommendations to the CFMU Program Director on ideas which would improve the production department * Ensure that all CFMU volunteers using the production studios fill out fault report forms to report equipment breakdowns |
| Advertising & Promotions Function | 15% | * Meet with CFMU Administrative Director to pick up ad copy and deadline information * Ensure that all necessary information and materials are available to production volunteers assisting in the production of advertisements * Assist in ensuring that all features of the CFMU departments are promoted appropriately, using production volunteers as resources to assist in the production of carts * Use of promotional carts to promote CFMU-FM * Act as a point of contact for advertisers after initial contact with CFMU Administrative Director |
| Other | 5% | * Prepare for submission to the Program Director; an annual year plan (summer) and a year end report (March) * Attend and participate in mandatory weekly CFMU staff meetings * Provide transition for the incoming Production Assistant * Participate in fundraising drives and motivate volunteers to participate in fundraising initiatives * Ensure that blank fault report forms and current production schedules are posted and available |

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| **Knowledge, Skills and Abilities** |
| * Strong communication skills required for volunteer management * Ability to troubleshoot technical problems (e.g. a software glitch) by using own knowledge and knowledge of where to find other resources to overcome the issue * Interpersonal skills required to effectively interact with staff, volunteers, and advertisers * Conflict mediation skills are an asset |

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| **Effort & Responsibility** |
| * Judgment required to make advertising and promotional decisions for the department * Creativity required to create ads and promotions from conception to final production * Effort to stay knowledgeable about advertising trends * Long periods of time spent at a computer or in the production studio |

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| **Working Conditions** |
| * Duties are performed in an office or in the on-air and production studios at CFMU-FM * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Previous experience within the station is an asset * Training on office systems, processes, and software will be provided * Experience with production and video editing is an asset |

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| **Equipment** |
| * Broadcast equipment * Computer * Knowledge of radio production facilities |