



## **CIUT-FM Job Opportunity**

### **Assistant Program Director**

CIUT-FM Toronto is looking to hire a full-time Assistant Program Director. The APD will assist to curate the sound and execution of all broadcast content to achieve optimal listener experience and consistency across all dayparts, schedules and programs in a manner that supports CIUT-FM's mission.

We present a rare opportunity for someone to work with a dynamic team to reimagine the future of our broadcast and podcast initiatives in the fast changing, new reality of today's media consumption and content delivery options. You could be the candidate that can play a significant role in efforts to deepen and expand audience engagement on the radio including use of digital and social media resources.

The APD will work alongside colleagues in Programming, Fundraising, Operations, Digital Marketing, Social Media, Live Events and Production.

#### **Responsibilities include:**

- The collection of all daily CRTC programming logs and ensuring at all times that CIUT is in compliance with CRTC expectations around Canadian content and spoken word quotas
- Manage and submit all routine Music Licensing Reporting for SOCAN and ensure all hosts and show producers are meeting the deadlines and capture appropriate data required for report submissions
- Assist the PD with working with show hosts and to provide input regarding their respective shows
- Oversee the scheduling and rotation of on-air promotions and fundraising elements.
- Review the daily automated hours of the operation. Assist in developing ideas and procedures to personalize and maximize listener experience during non-hosted broadcast hours.
- Work with PD to maintain and develop routine audience data reporting for all CIUT produced programs and dayparts. Use all available software and reporting mechanisms.
- Research, evaluate and recommend Special Programming content for broadcast in scheduled special slots.
- Work with campus and community members to identify opportunities for curating special programming.
- Maintain and distribute content information that pertains to our program schedule, special broadcast and events to all staff, volunteers and across social media platforms.
- Work with the Fundraising/Sponsorship department with fundraising efforts, including input on fundraising messaging and live on-air pitching.
- Assist in maintaining and updating the CIUT website and to help develop and implement interactive pages for programming initiatives.
- Other duties as assigned

## **Qualifications**

- Bachelor's degree or equivalent experience
- Minimum of two years broadcast experience preferably in campus and community radio
- Highly collaborative, self-starter who can meet deadlines
- Ability to pay careful attention to detail and manage several projects concurrently
- Ability to troubleshoot and act accordingly
- Familiarity with CRTC rules and regulations
- Knowledge of broadcast content delivery systems and web based content management is helpful
- Production skills and /or live producing skills useful
- Experience with non-profit organization management and mission driven work preferred

## **Type of Position**

- Contract, full-time, minimum 40 hours per week
- Reports directly to Station Manager

## **Salary and Benefits**

- Annual salary \$57,000-\$65,000 per year based on experience and qualifications
- Health and Dental plan available
- GRSP plan available (optional)
- Two weeks paid vacation
- Some flexibility with working hours

## **To Apply**

Please send your resume and cover letter to [ken.stowar@ciut.fm](mailto:ken.stowar@ciut.fm) outlining your skills, experience and ideas for the position of APD by Monday, June 10<sup>th</sup>, 2024. Applications must be forwarded by email only. Only those who have been shortlisted will be contacted for interviews. The position is open to all candidates who are legally permitted to work in Canada.

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