



***Community Events and Promotions Assistant (Contract)***  
***32 Hours Weekly - \$15.62 an hour***

The CKXU Radio Society is looking for a Community Events and Promotions Assistant (CEPA) for a sixteen week contract from May 9<sup>th</sup> through August 28<sup>th</sup>, 2016. This position will report to the Station Manager and Program Director and is funded by a “Youth on Air” grant from the Community Radio Fund of Canada.

The CEPA is responsible for furthering CKXU's community outreach by conducting live remote broadcasts at selected community events throughout summer 2016 and filing interviews with community not-for-profit groups for the station on a weekly basis. The goal of this position is to increase the station's level of interaction with the community, build new relationships through public appearances and interviews with local not-for-profit organizations and grow our listener base as we prepare to expand our signal.

The CEPA will be responsible, as part of their contract, for:

- A minimum of ten live remote broadcasts at community events in and around Lethbridge according to a schedule produced by the station. These broadcasts will vary depending on the length of the event itself, with a minimum of two hour's worth of cut-ins each. These cut-ins will involve interviews with event organizers and participants, informing listeners about the event itself and encouraging them to take part.
- Interacting with the public and distributing promotional materials for the station while on remote broadcasts.
- Filing sixteen interviews (one weekly) for broadcast on our weekly program Community Chest. These interviews will run from 10-15 minutes each and it will be the responsibility of the CEPA to choose the subject as well as conduct and produce the interview.
- Working three eight hour days per week and assisting with general station duties as needed during these workdays.
- Working independently eight hours a week on-site at live broadcasts or preparing for broadcasts or interviews.
- Submitting weekly progress reports for approval by station management.

As this position is funded by a “Youth on Air” grant, applicants must be between 16-30 years old (inclusive) for consideration.

**Qualifications:**

- Radio broadcast experience is essential – either as a student in a broadcasting/journalism program or by volunteering at a community radio station. The successful candidate will be already comfortable using a broadcast booth, conducting interviews and editing their work for broadcast. The successful candidate will build upon these basic skills as they learn to conduct remote broadcasts.

- A valid driver's license
- Excellent planning and organizational skills
- Willing to work flexible hours – including evenings and weekends as needed
- Outgoing, personable and comfortable interacting with the public
- A good understanding of the CKXU Radio Society as an organization and radio station
- A familiarity with the University of Lethbridge and the general Lethbridge area is a plus

#### **Remuneration**

- This position pays \$15.62 an hour for 32 hours of work a week for the sixteen week period of the contract.

**Application Deadline:** Friday, April 29th, 2016

**Interviews will be held:** Sunday, May 01th, 2016

Please send a cover letter, resume and at least three samples of radio broadcast work (either as attachments or via a web link) to [manager@ckxu.com](mailto:manager@ckxu.com) or drop off at SU-162 Monday – Sunday between 9:00am – 9:00pm (Just slip it under the door if it's closed!)

All are thanked for applying, but only those who are considered for an interview will be contacted.