

CFUZ - Caught in the Act - Production Coordinator

The Peach City Community Radio Society (CFUZ) is hiring a Production 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

- Coordinate CFUZ Volunteers in the capture and production of 20 live performances by local musicians.
- Work with and coach volunteers in producing the 20 radio programs and the accompanying video.
- Review and screen volunteer applications.
- Provide basic training for volunteers on how to record and produce both audio and video of musical performances.
- Provide basic training and guidance to volunteers in the production of resulting video and audio content.
- Work with a team of people, including the Music Coordinator, CFUZ Volunteers and participating musicians in all aspects of the live performance, including scheduling, planning, setup, execution and cleanup.
- Attend each show and coordinate volunteers during the performance.

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

Qualifications

- Significant experience with all aspects of live music recording, including use of recording equipment such as microphones, mixing consoles etc.;
- Working knowledge of audio and video production software;
- 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;
- Strong knowledge of 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 using Final Cut Pro and Logic X Pro software;
- Experience in working with musicians in a live music setting;
- Campus & community radio or non-profit experience;
- Knowledge of local music scene;
- 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 via email to CFUZ Peach City Radio (jobs@cfuz.ca) with the subject line clearly stating your name, and the position for which you are applying (Subject: *John Doe Production Coordinator*).

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